

**The Redwoods Homeowners Association
1000 Cabrillo Park Drive
Santa Ana, CA 92901**

CLUBHOUSE RENTAL AGREEMENT

Resident's Name: _____

Unit Address: _____

Email Address: _____ Telephone: _____

Date Requested: _____ Times: _____ to _____

Type of Function: _____ # of Guests _____ (Not to exceed 50 persons)

The homeowner must sign a "Release of Liability" to the Association. You are required to have an "Event Policy" from your insurance company added to your current insurance policy. The "Redwoods HOA" must be named as an additionally insured for the day of the event. (This will be verified)

Reservations must be made and paid for within 10 days of the event. _____

Clubhouse hours are Sunday – Saturday 9am to 10pm. _____

All guests must be out of the clubhouse by 10pm. _____

The person renting the clubhouse may stay and clean up until 11pm. _____

As a reminder, we have a strict parking policy. THERE IS NO GUEST PARKING AFTER 6PM. _____

Any non-permitted vehicle may be towed at the owner's expense. _____

The clubhouse must be cleaned and restored to its original condition by 12pm the following day. _____

Use of the clubhouse is limited to Redwoods residents and their guests only. _____

Minors under the age of 18 must always be accompanied by a parent or guardian. _____

A maximum of 50 guests are permitted at private functions in the clubhouse. _____

No amplified music is allowed. Noise must be kept at a level as not to disturb neighboring units. _____

The function must be contained to the inside of the clubhouse only. Guests are not permitted in the pool or jacuzzi area or anywhere outside of the clubhouse. _____

No alcohol or illegal substances are allowed in the clubhouse. _____

Smoking is not allowed in the clubhouse. _____

Do not cover the windows with anything, including decorations. This is a fire code violation and will result in a fine. _____

Use of the fireplace is prohibited. _____

I understand I am responsible for any damage to any part of the clubhouse, stairways and restrooms caused by me or any of my guests. _____

I understand that I must hire a security officer for my event. The security officer will be arranged by the Association and must be present for the entire length of the function to ensure that all rules are being complied with. I understand that there is a \$30.00 per hour, non-refundable fee for the security officer. The security officer must be hired for a minimum of four (4) hours. If the function goes longer than four (4) hours, the security officer shall be hired for the entire length of the function. The security officer shall submit a written report to the on-site manager regarding any problems resulting from this function which may result in forfeiture of my security deposit and/or a fine. _____

This function is subject to inspection at any time from Tritz Property Management, Board members and/or security officer on duty. _____

I understand there is a \$250.00 non-refundable clubhouse rental fee and a \$300.00 refundable security/key deposit. This security deposit will be returned after the key is returned to the property manager and the clubhouse, stairways and restrooms are inspected for cleanliness and damages. _____

Use of the large television is available. The remote control will be provided for your use. Both the television and remote will be your responsibility. Please return them in the same condition you received them. _____

Keys must be returned to the front office DROP BOX by 2PM noon on the next business day. _____

You may visit Tritz Management Office at 1525 East 17th Street, Suite A, Santa Ana, CA 92705 or call (714) 557-5900 to schedule a visit to pick up your security deposit. _____

Print Homeowner name: _____ Date: _____

❖ Signature of homeowner: _____

Print Renters name: _____ Date: _____

Signature of Renter: _____

Please return this application with the following:

1. Two checks made payable to THE REDWOODS HOA:
 - a. \$250.00 non-refundable clubhouse rental fee _____
 - b. \$300.00 refundable security/key deposit _____
- b. A non-refundable check made payable to PACIFIC COAST PATROL for the security officer for the length of the function. The fee is \$30 per hour. _____