

Clubhouse Rental **INSTRUCTIONS**

#1

Please contact Associa 3 weeks prior to your requested rental date.

(Please email patrick.ryan@associa.us)

#2

**The following items must be submitted to Landmark Limited,
10 days prior to your event.**

- ✓ Clubhouse Rental Agreement
- ✓ \$125 check / Rental Fee
- ✓ \$250 check / Security Deposit

*All checks must be made payable to
Phoenician Homeowners Association*

Associa Northern California

**1925 Highland Pointe Drive, Suite 180
Roseville, CA 95678**

Phone: (916)676-0024

THE PHOENICIAN HOMEOWNERS ASSOCIATION

CLUBHOUSE RENTAL AGREEMENT

PLEASE NOTE: FACILITIES ARE FOR THE EXCLUSIVE USE OF HOMEOWNERS AND THEIR GUESTS.

Name of Homeowner: _____

Address: _____ Hm# _____ Wk# _____

Date of Rental: _____ Time: From _____ To _____

Nature of Activity: _____

Number of Guests: _____ (Not to exceed 40 without Management Approval)

Caterer: _____ Beverage being served: _____

Food to be served: _____

Special Needs: The Phoenician Homeowners Association makes no equipment available for clubhouse rental.

All items are to be provided by the Homeowner.

Uniformed and licensed security guards are a requirement if alcohol is to be served on the premises. The Homeowner is responsible for providing Security Guards. A copy of the signed security contract must be furnished to the Association Management Office along with the signed Clubhouse Rental Agreement.

Guests

1 - 40 guests

Security required

1 - guard

RENTAL FEE AND DEPOSIT REQUIRED TWO WEEKS PRIOR TO RENTAL DATE. RENTAL FEE AND DEPOSIT MUST BE PAID ON SEPERATE CHECKS. PAYMENT MUST BE MADE BY THE PHOENICIAN HOMEOWNER:

A security deposit of \$250.00 is required. The cost of any additional cleanup will be deducted from the cleaning deposit before a refund is issued.

1. 1-40 people **\$125.00** charge (6 p.m. to 10 p.m. – summer)
(5 p.m. to 10 p.m. winter)
Time includes set up & clean up. Clean up must be completed and clubhouse vacated by 10:00 p.m.
2. Event must be purely social. Business functions are allowed with Board approval.
3. **Homeowners must be present during entire rental period.**
4. Homeowner will be held responsible for any personal property brought to the Clubhouse.
5. Rental includes only the Kitchen and Lounge area (**not pool, spa, or fitness center**). If you would like to use the fireplace, please list it under special needs on page 1 of the contract.
6. Homeowner's insurance rider of \$1,000,000.00 is required when alcohol is present.

(Contact your Insurance company for a one day quote)

7. **NO SMOKING** inside the clubhouse. NO Exceptions.
8. **It is the Resident's responsibility to make arrangements for their guests to access entry through the gates.**
9. Homeowners will inform all guests to park in **uncovered** guest parking areas only. Your security guard should assist with guests parking if needed.
10. It is understood that the **Homeowner** will be responsible for all damages to the building and furnishings, as well as any missing articles, whether lost or stolen. **The Homeowner will assume all personal liability** for those in attendance, and releases THE PHOENICIAN HOMEOWNERS ASSOCIATION from any liability. Furthermore, it will be the **Homeowner's** responsibility to see that the facility is left clean and orderly on departure (garbage is to be taken to a dumpster).
11. No political, pornographic or religious organizational event are allowed to be held in the clubhouse.

The undersigned group or organization, in consideration of being allowed use of The Phoenician Homeowner's Association facilities ("Facilities"), hereby agrees as follows:

12. The undersigned hereby represents and warrants to The **Phoenician** Homeowners Association, and it's directors, officers, members, employees and agents (collectively "The **Phoenician**") that the undersigned holds full authority to enter into this Agreement on behalf of the undersigned group or organization.
13. The undersigned group or organizations, and its directors, officers, employees, agents and any third party ("Organization"), shall indemnify and hold The **Phoenician** harmless from any and all liability incurred as a result of use of the Facilities by the Organization, including, but not limited to, any and all claims, losses, injuries or other damages, including without limitation, personal injuries or wrongful death (collectively "Claims") resulting from failure by the Organization to restrict the sale, use or consumption of alcoholic beverages to persons only of majority age or the failure of the Organization to obtain a liquor license. This indemnification and hold harmless agreement shall also include, but shall not be limited to, attorney's fees and court cost incurred by The **Phoenician** in the defense of any Claims resulting from the Organization's use of the Facilities or the failure by the Organization of any duty owed by law or this Agreement.
14. The Organization further agrees to check all identifications of persons requesting to purchase and/or consuming alcoholic beverages who are reasonably suspected to be under the age of majority, and to refuse the sale or availability of alcoholic beverages for consumption thereto.
15. The undersigned understands that Alcoholic Beverage Control is the administrative agency in charge of the liquor licensing and that The Phoenician shall make no determination regarding whether or not a liquor license must be obtained nor shall The Phoenician be responsible in any way for failure to obtain such liquor license.

This Agreement dated this _____, day of _____, 202__.

Homeowner's Name

Signature of Authorized Agent

Homeowner's Address

ACCEPTED: (For Office Use Only)
The Phoenician Homeowner's Association

Hm # _____ Cell # _____
Homeowner's Phone Number

By: _____

OFFICE USE ONLY

Shred check: _____ Return by mail: _____

Total cost for additional clean-up:_____

TOTAL AMOUNT PAID: \$

TOTAL AMOUNT OF REFUND: \$_____

MANAGEMENT WILL DO A CHECK IN AND CHECK OUT LIST. THE HOMEOWNER MUST SIGN IN AND OUT.

IF A HOMEOWNER NEEDS TO LEAVE THE CLUBHOUSE EARLY, THEY MUST CALL LANDMARK TO CLOSE THE CLUBHOUSE AND DO THE CHECK OUT PROCEDURE.

COMMENTS:

**THE PHOENICIAN
HOMEOWNERS ASSOCIATION**

CLUBHOUSE RENTAL

PARKING AGREEMENT

I understand there are only a limited number of open parking spaces available at The Phoenician.

I shall attempt to encourage my guests to car-pool whenever possible and inform them of parking regulations. I will inform them they may be towed if parked in an unauthorized parking space.

The Phoenician Homeowners Association cannot guarantee the availability of on-site parking for your guests.

I understand that it is the responsibility of the RESIDENT renting the clubhouse to provide access into the complex for their guests and informing them of the exit procedures.

PHOENICIAN Resident – Name (please print)

Signature

Unit Number

Phone Number

Date