

# ALTAMIRA #1 HOMEOWNERS ASSOCIATION CLUBHOUSE RENTAL AGREEMENT

Walters Management  
(760) 431-2512  
3207 Grey Hawk Ct. Suite 140 Carlsbad, CA 92010

Applicant's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Lot Number: \_\_\_\_\_

I request use of the: NORTH \_\_\_\_\_ SOUTH \_\_\_\_\_ Clubhouse. Date: \_\_\_\_\_ Day: \_\_\_\_\_

Purpose of Rental: \_\_\_\_\_

Clubhouse Open: \_\_\_\_\_ Event Start Time: \_\_\_\_\_

Event End Time: \_\_\_\_\_ Clubhouse Closed: \_\_\_\_\_

Approximate Attendance: \_\_\_\_\_ KITCHEN FACILITIES: YES NO

**MEMBERS MUST BE IN GOOD STANDING WITH WALTERS MANAGEMENT TO BE APPROVED FOR USE OF THE CLUBHOUSE. (The Homeowner must sign for their Tenant for use of the Clubhouse). To reserve the clubhouse you will need (2) two checks made payable to: Altamira One HOA, submitted with your application.**

1. \$200.00 (two hundred dollars) is a **CLEANING DEPOSIT** for cleanup. **This will be refunded if the Clubhouse Monitor determines the Clubhouse is as clean after the inspection.**
2. \$300.00 (three hundred dollars) is a deposit for the use of the clubhouse. The applicant agrees that in the event of missing or damage to any property; loss of key(s); or failure to clean the clubhouse completely, beyond the \$200.00 cleaning deposit; the amount to repair, replace, or clean can be deducted from the amount of the deposit. In the event the loss is greater than the amount of the deposit, the applicant agrees to make prompt restitution.

The keys may be picked up from the Clubhouse Monitor the day prior to the reservation. The applicant agrees to have the clubhouse cleaned, key put in lock box located at the main doors of the clubhouse, and ready for inspection no later than 1:00 PM on the day immediately following the event. **NO EXCEPTIONS!**

**THE POOL IS OFF LIMITS.** This reservation covers the use of the clubhouse only. \_\_\_\_\_ **initial**

Please be advised that as a courtesy to the surrounding neighbors, loud music is not allowed. No music is permitted after 10:30 PM. **CLUBHOUSE CLOSSES AT 11:00 PM SHARP.** \_\_\_\_\_ **initial**

Any organization, whether for profit or non-profit, is excluded from renting the clubhouse for commercial purposes wherein money is collected.

\_\_\_\_\_ **initial**

**NO ALCOHOLIC BEVERAGES MAY BE SERVED TO ANYONE UNDER THE AGE OF 21.** If alcohol beverages are to be served, you will need to provide a **PROOF OF LIABILITY INSURANCE** with your application. This is also required for jumpers or other equipment for use in the common area. *Page 4 of this agreement has the necessary information needed to obtain the necessary insurance.*

Additional items (please circle) Alcohol Jumper Other \_\_\_\_\_ **initial**

## PLEASE SEE THE LIST OF RULES AND GUIDELINES THAT FOLLOW.

The applicants name and signature that appears on this application must attend the event for which the reservation is made (owner or tenant on lease). The applicant accepts full responsibility for any damage or injury incurred during the rental of the Altamira #1 Clubhouse. All GUIDELINES AND RULES provided must be followed by the applicant and their guest(s). I HAVE READ AND FULLY UNDERSTAND THIS AGREEMENT. \_\_\_\_\_ **initial**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Check Number: \_\_\_\_\_ Date \_\_\_\_\_

Signature of Clubhouse Monitor accepting application: \_\_\_\_\_ Date: \_\_\_\_\_



# GUIDELINES AND RULES FOR USE OF THE CLUBHOUSE

1. If you are serving alcohol, **A PROOF OF LIABILITY INSURANCE IS REQUIRED** and must be provided with the application. This is called: **A ONE-DAY ADDENDUM TO THE HOMEOWNERS' INSURANCE POLICY (for special events)**. This is to be purchased by the applicant from their own insurance company. This is also needed for jumpers or other equipment for use in the common area.
2. **THE POOL IS OFF LIMITS.** Reserving the Clubhouse does not include use of the pool \_\_\_\_\_initial
3. **THE PIANO IN THE NORTH CLUBHOUSE IS NEVER TO BE MOVED FOR ANY REASON.** I will be using the Piano. \_\_\_\_\_initial
4. No cars are to be left and parked in the pool driveway. This can be used for the purpose of drop off and pick-up only. ***This driveway must be available for EMERGENCY VEHICLES.***
5. No loud music is allowed at any time. No music after 10:30 PM. The Clubhouse closes at 11:00 PM.
6. **ONLY BLUE PAINTERS TAPE MAY BE USED FOR DECORATIONS. NO NAILS, THUMB TACKS, STAPLES, OR ANY OTHER TAPE** are to be used on the woodwork, walls or ceilings.
7. Walls and doors must be clean and in good condition.
8. **NO PETS ARE ALLOWED IN THE CLUBHOUSE AT ANY TIME,** *with the exception of certified service dogs.*
9. Both Clubhouses are designated **NON SMOKING** areas. Make sure that cigarette butts are disposed of properly and not thrown on the ground outside. \_\_\_\_\_initial
10. Bring the trash bags that you will need. It is your responsibility to take all trash home with you when you leave. Do not leave bags at the curbside.
11. You are responsible for providing all of your own Party Supplies: plates, napkins, utensils, etc., and all needed cleaning supplies: paper towels, dish soap, all-purpose cleaner, etc.
12. If you plan to cook, you must provide your own cookware, utensils, and oven mitts. The stove and oven are to be left free of residue and wiped clean inside and out.
13. Please remove all food and drinks from the refrigerator and wipe clean.
14. Kitchen sinks are to be free of any food, etc. and wiped clean and dry.
15. Kitchen counters are to be wiped clean and dried. **Make sure that the coffee maker and microwave are UNPLUGGED.**
16. Tables are to be wiped clean, folded and returned to the closet. Chairs are to be folded and put away in the closet.
17. Bathrooms are to be left clean and trash removed.
18. Floors are to be swept or vacuumed and mopped.
19. Check to make sure that all windows are **CLOSED AND LOCKED!** The blinds are to be left open and pulled back.
20. When the event is over, Please make sure that all furniture is back in place.
21. Turn off all lights and ceiling fans. If you used the air/furnace make sure that is turned off.
22. Please place the keys in the box located next to the main doors. **MAKE SURE THE DOOR LOCKS!**
23. Your deposit will be returned within 7-14 business days after the inspection of the clubhouse and/ or kitchen.

**You have signed an agreement and anyone who breaks the contract is subject to enforcement. Any violation of the rules can void future use of both clubhouses if determined.**

**Priority of Rentals:**    1. Board Meetings        2. HOA Sponsored Functions        3. Elections        4. Rentals

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Owner)

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Tenant)



## **Altamira Management Association #1**

### **Altamira Management Association #1 Clubhouse Reservation Insurance Required for:**

- Serving and / or Consumption of Alcoholic Beverages
  - Use of Jumper Houses / Devices
  - Use of Catering Company Services

In order to guarantee your reservation for a private party at the Altamira Management Association #1 Clubhouse, each homeowner must obtain a one day event insurance policy or submit a copy of their homeowner's insurance policy naming "Altamira Management Association #1" as additionally insured. This policy or endorsement must stipulate that the insured will cover the Altamira Management Association #1 against any and all claims for general liability, property damage and injury with a minimum limit of \$1,000,000.00 for general liability, \$50,000 for property damage and \$1,000 for medical payments while using the common facilities.

**Clubhouse application, one day event insurance rider, rental payment and deposit are required at least 30 days prior to the date of the rental reservation or the event will be canceled.**

### **Kirk Miller Insurance Agency / Farmers Insurance**

**7220 Trade Street, Suite 360**

**San Diego, CA 92121-2324**

**Phone: (858) 240-2593**

**Fax: (858) 875-0667**