

**Top O' Topanga Community Association**  
3360 North Topanga Canyon Boulevard  
Topanga, CA 90290  
(818)-346-9252 / Fax (818) 713-8044

## **Clubhouse/Event Application Procedures and Policy**

We hope that you have a wonderful event and enjoy hosting it at Top o' Topanga. In order to ensure the safety and success of your event, we would like to stress the importance of the following policies. Failure to follow these procedures and policies may result in additional fees.

### **PARKING REQUIREMENTS (NO EXCEPTIONS):**

- Any event that will require parking for more than four cars must use a valet parking service or shuttle service.
- The parking area has four parking spaces. Overflow parking must be offsite. Any cars in violation of the parking requirements will be towed without notice.
- Residential streets are fire lanes and may not be used for parking or blocked in any manner.
- All catering and service vehicles must be parked off-site except for short periods and attended during delivery and pick-up.

### **SECURITY:**

The Client is required to hire an HOA approved security officer when events are greater than four vehicles or greater than 20 persons. An additional security officer might be required depending on the number of participants. It is very important that the event holder manage the parking requirements and vehicle gate traffic. Additionally, the Client must make sure that all participants comply with the rules of the community.

### **VALET PARKING/SHUTTLE SERVICE:**

- 1.** Any event that will require parking for more than four cars must use a valet parking service or shuttle service.

2. Shuttle service information and offsite parking maps are to be obtained from the Community Office.
3. To manage vehicle gate traffic and parking, it is required that the entry gate be staffed after 7:00 P.M.. An entry gate card is to be provided by the event holder to security or a staff member.
4. It is required that vehicles entering the community drop off the participants at the Clubhouse and then proceed to the designated offsite location and be shuttled back to the event.
5. The shuttle is to be available for shuttling participants back to the designated parking location any time during and after the event.

#### **EVENT INFORMATION:**

1. Portable barbecues, 'tiki torches', grills, or other cooking devices are not permitted in the Clubhouse and/or anywhere within the community.
2. Event reservation does not include use of the pool area nor the spa. Parties that involve swimming or spa use must be held outside at the pool area and not in the Clubhouse.
3. Full disclosure is required regarding the usage and operation of equipment that is not being provided by the Association. Use of additional equipment such as microwaves, hot dog cookers, popcorn carts, recreation bouncers, and tents must be approved, at the discretion of management, thirty days in advance of the event and may require an insurance rider. A letter requesting the variance must accompany the application.
4. It is highly recommended that an event coordinator be designated to better manage the event.
5. **Failure to comply with the stated procedures and policies will result in a minimum fine of \$500.00 with additional fines to be determined by the Board of Directors.**

If you have any questions please call 818-346-9252.

Sincerely,

Top o' Topanga Community Association