

Top O Topanga Community Association
Recreation Facility Rental Application

Member's Name _____

Property Address: _____

Mailing Address (if different) _____

Home Phone _____ Work Phone _____

Date Requested _____ Start Time _____ End Time _____

Resident Event (hosted by Resident) _____ Resident Sponsored Event _____

Type of Event _____ Number of Guests _____

Ballroom yes _____ no _____ Library yes _____ no _____

Will the event be catered yes _____ no _____

Name of Caterer _____ Phone _____

Will kitchen facilities be needed yes _____ no _____

Will alcohol be served yes _____ no _____

If yes, will any guests be under the age of 21? yes _____ no _____

Will there be entertainment of any kind? yes _____ no _____

What is the nature of the entertainment? _____

Will there be valet parking? yes _____ no _____

Name of Parking Company _____ Phone _____

I acknowledge and agreement on behalf of myself, my family, and my guests, that the use of the Top O Topanga recreational and designated facilities and landscaped areas located in Topanga, owned and operated by, the Top O' Topanga Community Association including, but not limited to the clubhouse, library, kitchen facilities, parking facilities, landscape area, ballroom, etc., involve potential risk of serious physical injury to a person undertaking these activities, or using these recreational facilities. I fully understand that athletic activity, by its very own nature, can be hazardous and that it can lead to injury to me or damage my property.

I understand that by signing this form I, my family, and my guests, agree to assume the inherent risks of potential injury, to which I am voluntarily exposing myself, my family, and my guests by participation in recreational activities on these facilities of Top O' Topanga Community Association.

On behalf of myself, my family, and my guests, I release from liability and hold harmless Top O' Topanga Community Association as a result of such activities, and waive any claims that I, or my family, or my guests, may otherwise have or acquire against Top O' Topanga Community Association, its officers and directors, agents, or employees, for any injury occurring to me, or my family, or my guests, or to my property, as a result of my use of Top O' Topanga Community Association property or my family's or my

guests' participation in recreational activities on the facilities and grounds of Top O' Topanga Community Association, located at Topanga, California.

I have read the policies and guidelines and this application. I accept the liability for damage to persons admitted to facilities while rental is reserved. I understand that in the event that I violate any of the regulations, or provide inaccurate information on my application, Top O' Topanga Community Association reserves the right to cancel my function at any time, and deduct any fees incurred due to this violation from my deposit check.

Member's Signature _____ Date _____

For Office Use Only

	Date Due	Date Rec.	Amount Paid	Date Returned
Deposit (refunded)	_____	_____	_____	_____
Use Fee	_____	_____	_____	_____
Guard Confirmation	_____	_____		
Insurance Certificate	_____	_____		

RECREATIONAL FACILITY RENTAL PROCEDURES AND POLICIES

We hope that you have a wonderful event and enjoy hosting it at the association. 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 policies may result in additional fees.

RESERVATIONS

- The clubhouse may be rented by members of the Top O' Topanga Community Association only. A resident may sponsor an event for a guest, however, fees must be paid by the resident, and the resident be in attendance.
- Reservations may be made up to 90 days in advance, but no fewer than 48 hours in advance. Any conflicts in scheduling will be resolved by lottery.
- Event size limitations is 60 people for the library and 225 for the ballroom due to the fire code restrictions. No exceptions!
- Reservation area includes the Clubhouse, Kitchen, Ballroom and/or Library. Other facilities may not be reserved.
- The member must supply a written certificate of insurance whereby the Association is named as an additional insured on the date of the event and any other times the member will be utilizing the Clubhouse for set-ups or clean-up. The policyholder must provide a minimum of \$500,000 in liability coverage. Insurance certificate is due 48 hours prior to the event. (Caterers, if alcohol is sold, etc.)
- Tenants who wish to reserve the room must have the property owner complete and sign the rental application. All fees must be paid by the property owner.
- Events falling on the same day in consecutive weeks may not be booked in advance for more than three consecutive weeks. For example, every Monday.
- The Clubhouse may not be used for commercial purposes. Products may not be sold at the Top O' Topanga facility, or any recreational facility, for the financial benefit of any individual or enterprise.
- Exercise classes for a fee are not permitted in the Clubhouse.

- Top O Topanga Community Associations reserves the right to cancel a function if policies are violated or inaccurate information is provided on the Rental Application. The Board of Directors may restrict the use of the facilities by Top O Topanga residents for violation of the Top O Topanga rules, assessments, or deliberate abuse of the recreational facilities or common areas.
- CLUBHOUSE KEYS MUST BE PICKED UP AT THE ONSITE OFFICE ONE TO TWO DAYS PRIOR TO THE EVENT DURING REGULAR OFFICES HOURS AND MUST BE RETURNED TO THE OFFICE WITHIN 48 HOURS OF THE EVENT.

FEES

Rental fees are as follows:	Ballroom	add Kitchen	add Library	Library Only
• Use Fee - Resident Event	\$75.00	\$25.00	\$25.00	no charge
• Resident Sponsored Event	\$1,000.00	\$100.00	\$100.00	\$200.00

- A refundable security deposit of \$300.00 ^{for Ballroom} (a non-refundable cleaning fee of \$250.00) and signed Rental Application are required to confirm a room reservation. *Does not apply to resident use of Library.*
- Refunds of deposits are subject to costs(s) incurred for damage to facility and/or its contents, damage to recreational common areas by members or guests, violation of any of the Rules & Regulations of Top O' Topanga Community Association. There shall be a \$25.00 fee if the air conditioning or heating unit is left on following the use of the Clubhouse.
- Should any damage occur to the facility, the Association's ability to recover additional damages from the owner will not be limited to these deposit amounts. The Association reserves the right to hold a hearing and thereafter assess an owner for damage to the common area Clubhouse facility for any additional damage about and beyond those amounts covered y the deposit fees.
- deposit checks will be returned by mail the week following the event provided all policies have been adhered to.
- Rental, cleaning and deposit fees are payable to Top O' Topanga Community Association, by check only.
- Rental fees are due 30 days prior to the event. Refunds will not be issued for cancellations within the 30-day period, unless the facility is rented by another resident for the same date.

ALCOHOL REQUIREMENTS

Serving of alcohol at a Clubhouse event is permitted when use is specified in advance and the following requirements are met:

- In accordance with the law in the State of California, no one under the age of twenty-one (21) shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the rental function, no minors are to be present without parental permission. The member renting the facility is responsible for all conduct of anyone consuming alcoholic beverages or on the premises while alcoholic beverages are being served.
- Hiring of a Top O Topanga approved security guard is required when alcohol is served. A copy of the security contract must be submitted with the application.

EVENT INFORMATION

- Portable barbecues, tiki torches or propane devices are not permitted in the Clubhouse and/or anywhere within the community facilities.
- Use of additional equipment such as microwaves, hot dog cookers, popcorn carts, recreation bouncers must be approved, at the discretion of the Board of Directors or management, sixty days in advance of the event and may require an insurance rider.

- Music is permitted during Clubhouse events. However, it must originate from inside the Clubhouse and be turned down by 10:00 p.m. Doors to the clubhouse must be kept closed.
- All events must end by 12:00 midnight on weekends or holidays and 10:00 p.m. on weeknights with 30 minutes permitted for clean-up.
- For safety reasons, propping of the entry doors and gates is not permitted at any time. Resident must have their access key available with them the day of the event and will be responsible for entry and exit of their guests from the facility.
- Please supervise small children at all times. Be aware of the water elements that surround the facility.
- Guests are not permitted to remain the facility without a Top O Topanga member present and must leave at the close of the event.
- The renter shall arrange for all equipment deliveries and pick-ups the day of the event; rental furniture must be removed by 9:00 AM the day following the event. Any variances to this policy must be submitted in writing to the Board in advance for consideration and approval. The association will not be responsible for items left in the clubhouse at the conclusion of an event.
- Tables and chairs must not block exit doors at any time.
- The renter is responsible for clean up which includes, but is not limited to, vacuum, clean restrooms, wipe down tables, and counters, clean kitchen area, remove all food from refrigerator, remove trash, remove decorations and balloons. Any clean up necessary will be charged to the resident.
- Trash shall be placed in the dumpster located in the facility trash enclosure. Trash left in the Clubhouse or in trashcans in the facility may be subject to a fine.
- Resident is responsible for securing all doors and windows prior to leaving the facility.
- The pool is not a part of the rental. No food, etc. is to be served and/or used in the pool area at any time.

PARKING REQUIREMENTS

- Events that will require parking for more than two cars must use a valet parking service or shuttle service.
- The parking area has two parking spaces. Overflow parking must be offsite. Any cars in violation of the parking requirements will be towed without notice.
- Residential streets 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 during delivery and pick-up.

Please note that events that are being held as an association event for all members will be given priority scheduling over private events by a member.

The Board of Directors reserves the right to change any and all policies, procedures and fees without prior notice.

I HEREBY AGREE TO COMPLY WITH ALL TERMS AS NOTED ABOVE.

Name of Community Member

Signature of Community Member

Date