HUNTINGTON CONTINENTAL TOWNHOUSE ASSOCIATION

CLUBHOUSE RESERVATION APPLICATION

This entire form is required to be filled out and sent to reserve the clubhouse.

The Huntington Continental Clubhouse is for the personal use of homeowners and tenants in the community and their invited guests.

CLUBHOUSE RULES: *initial after each*

1. Clubhouse rental fee is $100. A separate REFUNDABLE deposit of $300is required._____
2. A rental application acknowledging all rules will be required to get reservation. _____
3. If Tenant wants to rent clubhouse, owner approval is required. _____
4. A pre and post inspection will be required with security personnel. _____
5. Any costs for damages will be deducted from the deposit.
   If damages exceed the deposit the additional cost will be assessed to the owner's HOA account.
6. Smoking/Vaping and/or drinking alcoholic beverages will result in forfeiture of entire deposit _____
7. Cancellation policy = 48hrs for full refund _____
8. Rental Hours = 8am to 10pm Sun-Sat ____
9. An adult homeowner must be present for the duration of the event. _____
10. Private parties ONLY. Any commercial, business or religious activities are NOT allowed for any reason. _____
11. Attendance limited to 50 people. _____
12. Parking is not allowed in the permitted spaces or the personal carports of our residents, towing is at owner expense. _____
13. Rental area includes main room, side room, kitchen, restrooms and front/back patio. _
    a. ***Pool privileges are not included with Clubhouse rental!*** _____
    b. ***Fireplace does not work and is not to be used for any reason!*** _____
14. No live music or DJ's. Personal sound device is allowed as long as it does not cause a disturbance to residents. If determined unreasonable, or complaint is made, music must be turned down. All music must be turned off no later than 10pm, or upon request._____
15. Use of nails or tacks on any surface is strictly forbidden. Only tape is to be used, and must be removed without causing damage. _____
16. If food service is being provided, table coverings must be used. _____
17. Homeowner's are responsible for their guests and making sure ALL HCTA Rules and Regulations are followed. _____
18. Deposit can partially, or fully, withheld if any of these rules are broken or damage occurs._____
19. No animals, except for Certified Service Animal, are allowed in the clubhouse. _____ _

Closing out your rental properly is required for any return of refund:

1. Post event Checklist must be completed with security same day of rental. No later than 10:30pm if you're event runs until closing, otherwise immediately after event._ _____
2. Clubhouse is to be cleaned immediately following the event, all personal items, food, etc. must be removed. _____
3. All decorations must be removed and thrown away. _____
4. Trash is to be placed in sturdy plastic bags, tied off and placed outside kitchen door._____

For any questions regarding the clubhouse rental you can contact Optimum Community Management at (714)508-9070 during normal business hours, or Property Manager, Maggie Rahm, mrahm@optimumpm.com

I _____ living at(address) _____ _____agree to all of the rules and guidelines set forth and I have acknowledged each by my initial on this document.

**if you are a tenant, owner approval is required.

Sign_____

Date_____

HUNTINGTON CONTINENTAL TOWNHOME

CLUBHOUSE RESERVATION APPLICATION

Name of Applicant_____

Name of Owner (if applicant is tenant)_____

**owner approval is required. Can be sent via email

Property Address_____

Phone Number (Prefer cell)_____

Email (applicant)_____

Email (owner)_____

Event Information

Date Requested for Event_____No. of Guests_____

Rental Time (From setup to tear down) _____

Type of Event (Birthday, Baby/Wedding shower) _____

Please fill out this form entirely and send two checks (One for the rental fee $100; one for the damage deposit $300) made payable to Huntington Continental Townhome Association.

Once your application is received a representative from OCM will contact you for confirmation and any further instructions. Pre/post inspection will occur before and after with HCTA Management and/or Patrol.

Once completed please mail 3-page Application and (2) checks to:

Huntington Continental C/O OCM - 230 Commerce, Suite 250, Irvine, CA 92602

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6. Smoking/Vaping and or drinking alcoholic beverages will result in forfeit of entire deposit
7. Cancellation policy = 48hrs for Full refund
8. Rental Hours = 12pm to 10pm Sun-Sat.
9. An adult homeowner must be present for the duration of the event.
10. Private parties ONLY. Any commercial, business or religious activities are NOTallowed.
11. Attendance limited to 50 people.
12. Parking is not allowed in the permitted spaces or the personal carports of our residents.
13. Rental area includes main room, side room, kitchen, restrooms and front/back patio.
    a. ***Pool privileges are not included with Clubhouse rental!***
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