



PORTOLA SPRINGS™

www.portolasprings.com

RECREATION FACILITIES RESERVATION FORM AND AGREEMENT

Due to the high demand for reservations, it is required that this agreement and all deposits/payments be made and insurance received as early as possible to confirm your reservation. Reservations confirmed less than 15 days prior to the date of the event will not be accommodated. Reservation forms can be emailed to khoran@keystonepacific.com or dropped off to 16775 Von Karman, Ste. 100, Irvine, CA 92606. The reservation cannot be confirmed until both payment and forms are submitted.

ASSOCIATION MEMBER INFORMATION
Name:
Address:
Phone Number:
Email Address:
EVENT INFORMATION\*
Date Requested:
Number of Guests:
Facility Requested (please circle): Lomas Valley Clubhouse – 95 Ranchland, Silverado Clubhouse – 91 Scarlet Bloom, Village Square Clubhouse – 130 Outwest
Day Before Set-Up Required (please circle) Yes / No
\*Yes = Additional \$200.00 fee required\*
Event time:
Check-in time-as early as 10AM:
Check-out time-as late as 11:59PM:
Type of Event: (e.g. birthday party, cocktail party, etc.)
Special Equipment: (e.g. furniture, tents, bounce houses, etc.)
Vendors providing services at the event:

\*No "pro gear" for music is allowed. Only iPods and boomboxes may be used at controlled volumes.

FEE AND DEPOSIT SCHEDULE\*
\$200 Fee and \$500 Refundable Deposit

Checks made payable to Portola Springs Community Association (checks will be deposited upon receipt).

\*If you do not perform your own clean-up, the security deposit will not be refunded. Clean-up includes wiping off all tables and chairs and putting them back into the storage room, bagging all trash, removal of all personal items and securing all doors to the clubhouse. The janitorial service will vacuum and remove up to five (5) trash bags for you. Portola Springs Community Association reserves the right to increase the deposit if heavy equipment, furniture, etc is going to be used during the event.

Professionally Managed by:
Keystone Pacific Property Management, Inc.
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919
www.keystonepacific.com

## AGREEMENT

### RECREATION FACILITIES RESERVATION FORM AND AGREEMENT

I, \_\_\_\_\_ (“Resident”), agree to the following:

Resident hereby waives, releases and discharges Portola Springs Community Association (“Association”), its directors, officers, employees and agents for any damage to or loss of any property or injury to or death of any person or persons, resulting from or arising in connection with the use of the Association’s recreation facilities by Resident and Resident’s family and guests.

Resident agrees to indemnify, defend and hold Association, its directors, officers and agents harmless from and against any and all claims, demands or liability for any damage, loss, injury, or death, and any and all costs and expenses incurred by Association in connection with the use of Association’s recreation facilities by Resident and Resident’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Resident agrees to pay Association in full and promptly upon demand for any and all loss of and damage to Association’s property caused by, or arising out of the use of Association’s recreation facilities by Resident and Resident’s family and guests.

Resident shall submit to Association a security deposit and fee with this Reservation Form. **This payment will be deposited upon receipt. The security deposit may be refunded to Resident within approximately forty-five (45) days after the event.** However, if homeowner is found not to have attended and supervised the event, including check-in and check-out procedures, or if facility furniture is not positioned in the exact locations in which it was when the facility was inspected by Resident, deposit will be forfeited and reservations privileges suspended for one year. If damage is caused to the reserved facility or its appliances or furniture, the cost to repair the damage will be deducted from the deposit. Resident will be responsible to reimburse Association for any cost related to cleaning or to repair damage or to conduct facility restoration.

**Resident shall submit a reservation fee with this Reservation Form, and certificate of insurance as described below, to guarantee reservation date. Cancellations of events, if received in writing by management at least 30 days prior to the event, will result in a full refund of the reservation fee and security deposit. Cancellations received less than 30 days prior to the event will result in no refund of the reservation fee. Reservations will not be accepted more than one (1) year in advance of the event date, and unconfirmed reservations may be removed from the reservations calendar at the discretion of Management. If a reserving resident requires the evening prior to their reservation for additional time to set up, the resident must consult with management to ensure that no other reservations are booked for that date. An additional fee of \$200.00 will be required in order to secure the additional day to set up. If it is reported that a resident enters the clubhouse on the day prior to their reservation, and has not received authorization from management and has not submitted the additional \$200.00 fee, the fee amount will be deducted from the \$500.00 deposit refunded to the resident. Fees and deposits are subject to change. If changed prior to your event date, Resident shall be responsible to pay the new fee/deposit.**

**Upon reservation of the facilities, Resident must supply proof of endorsement with a general liability provision of at least one million dollars which names the Association and Association’s Property Management Company additional insured on the date of the event and for all times that the facilities will be rented by Resident. The Resident’s insurance shall be primary and non contributory. (See Exhibit A.)**

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

[www.keystonepacific.com](http://www.keystonepacific.com)

**RECREATION FACILITIES RESERVATION FORM AND AGREEMENT  
(CONTINUED)**

Resident has exclusive use only for facilities in which a non-refundable reservation fee applies for the duration of the reservation. Association will not reserve the facilities for more than one event for a given time; however, Resident acknowledges that the Association is not granting Resident exclusive use of the recreation facilities in which a non-refundable reservation fee does not apply for Resident's event (i.e., other residents may use the recreation facilities during the Resident's event). Resident agrees to exercise control over Resident's event and guests such that other residents using the facilities are not inconvenienced or disrupted.

Resident agrees that the recreation facilities will not be used for commercial or fundraising purposes without the prior written consent of the Association's Board of Directors. Resident agrees that the recreation facilities will be utilized for Resident's benefit, or for the benefit of an immediate family member of Resident, and that Resident will be present at all times during the event. Violation of this and/or any of the Rules and Regulations of Portola Springs Community Association may result in the loss of a portion or all of the security deposit and reservation privileges will be suspended for one year.

**If necessary, the Association reserves the right to hold a hearing and thereafter assess an Owner for damage to the common area, any unexpected costs associated with the reservation and/or non-compliance of the Rules & Regulations. Resident also agrees to pay all of Association's attorney fees in the event of a dispute over this Reservation Agreement.**

In the event that the air conditioning unit is left on following the use of any of the applicable facilities, a \$25.00 fee will be applied and will be deducted from the deposit.

Residents who have made reservations for an event hereby acknowledge and agree to abide by the rules as shown in this reservation packet as "Facility Rules and Regulations."

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

\_\_\_\_\_  
Resident Signature

PORTOLA SPRINGS COMMUNITY ASSOCIATION

**EXHIBIT A**

**ADDITIONAL INSURANCE REQUIREMENT  
FOR USE OF ASSOCIATION'S RECREATION FACILITIES**

**Upon reservation of the facilities, Resident must supply proof of endorsement with a general liability provision of at least one million dollars which names the Association and Association's Property Management Company additional insured on the date of the event and for all times that the facilities will be rented by Resident. The Resident's insurance shall be primary and non contributory.**

NAME ADDITIONAL INSURED:

PORTOLA SPRINGS COMMUNITY ASSOCIATION  
16775 Von Karman, Suite 100  
Irvine, CA 92606

**AND**

KEYSTONE PACIFIC PROPERTY MANAGEMENT  
16775 Von Karman, Suite 100  
Irvine, CA 92606

COVERAGE:

General Liability provision of \$1,000,000.00 naming the above parties as additional insured.

**Your homeowner's insurance representative should be able to facilitate this change to your existing policy. If not, you must purchase special event insurance to provide the required coverage. Email a copy of your special endorsement page to the attention of the Portola Springs Community Association at [khoran@keystonepacific.com](mailto:khoran@keystonepacific.com). Be sure the cover page or certificate mentions your name and event date. YOUR RESERVATION IS NOT CONSIDERED COMPLETE UNTIL THE INSURANCE CERTIFICATE IS RECEIVED.**

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.  
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919  
[www.keystonepacific.com](http://www.keystonepacific.com)



PORTOLA  
SPRINGS

## Portola Springs Community Association Clubhouse F.A.Q.

### Each Kitchen Includes:

- Refrigerator/Freezer
- Sink/Disposal
- Dishwasher
- Cupboards
- Food service/prep shelf

Kitchen *does not* include an oven, stove, coffee pot or microwave.

### Other Amenities Include:

At Lomas Valley (95 Ranchland) approximately:

- 50 chairs (approximately)
- 6 round tables (60")
- 2 8-foot banquet tables
- 2 6-foot folding banquet tables
- 3 large canopies

Silverado (91 Scarlet Bloom) approximately:

- 50 chairs (approximately)
- 6 round tables (60")
- 2 8-foot banquet tables
- 2 6-foot folding banquet tables

Village Square (130 Outwest) approximately:

- 55 chairs (approximately)
- 6 round tables (60")

Maximum capacity for the large room in each clubhouse is 69 people.

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.

16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919

[www.keystonepacific.com](http://www.keystonepacific.com)

**Heating and Air:**

Temperature is pre-set to keep the room at a reasonable degree and the thermostats are locked. To start the unit, turn the dial and the air will begin a five hour cycle. When it shuts off after the five hours, simply turn the dial again to start it over. Tampering with the A/C or removing the locked cover may result in loss of your security deposit.

**Smaller Club Room:**

With your reservation you have access to the Smaller Club Room.  
Maximum capacity is 40 people.

**Lighting:**

There are two different kinds of lighting in the clubhouse. The chandeliers and can lights are motion censored and also can be controlled by a switch. The outside rows of can lighting cannot be turned off, for safety purposes.

**Bounce House Info:**

If renting a bounce house for the event, the bounce house vendor must provide a certificate of insurance naming the Portola Springs Community Association and Keystone Pacific Property Management as additional insured. To power the bounce house, use the outlet in the rear exterior of the Lomas Valley Clubhouse. The Silverado Clubhouse does not accommodate bounce houses.

**Clean up:**

Homeowners are required to bring their own trash bags and perform their own clean up after their event, which includes bagging all of their trash and leaving it in the kitchen area. Removal of up to five (5) trash bags is included in your reservation. Removal of six (6) bags or more will result in a trash removal fee, which will be deducted from your security deposit as follows:

- Six (6) to Ten (10) Bags - \$50.00
- Eleven Bags (11) and up - \$150.00

**Other Important Info:**

The back patio may be used as part of the clubhouse rental. The courtyard area may **not** be used as part of your clubhouse rental; this is common area.

The pool may **not** be rented at any time and the regular guest policy for pool use applies.

Because of their vast impact on the common areas and other residents' enjoyment, the clubhouses are not intended for weddings or wedding receptions.

**If you have any further questions about the clubhouse or your reservation, please call (949) 833-2600 and ask for the person in charge of reservations at Portola Springs. Thank you!**