



**NIGUEL SHORES COMMUNITY ASSOCIATION
APPLICATION FOR USE OF THE
ASSOCIATION CLUBHOUSE FACILITY**

EVENT DATE:	_____
EVENT TIME:	_____
EVENT TITLE/TYPE:	_____
RESIDENT NAME:	_____
NSCA ADDRESS:	_____
CONTACT INFO:	Phone: () _____
	Email: _____

As a Property Owner / Registered Tenant in Niguel Shores, I am hereby requesting the non-exclusive use of the Niguel Shores ClubHouse facility, which for the purpose of temporary exclusive use will specifically include the Multi Purpose Room (MPR), lounge, interior restrooms, kitchen, and pergola-covered upper fireplace deck.

I also agree that by submitting this form I am requesting exclusive temporary use of the ClubHouse facility and agree to all abide by all rules, requirements, and conditions established by the Niguel Shores Board of Directors and distributed under *Rule 5108 Use of ClubHouse* of the Association's existing *Rules & Regulations*.

(*Rule 5108* has been included with this application but may also be obtained in the complete set of *Rules & Regulations* or by logging on to the Association website at www.niguelshores.org.)

Signature

Date

Reservation Requirements

The following requirements must be met prior to finalizing your reservations:

_____ *Completed and signed application*

Received on: _____

_____ *Endorsement naming Niguel Shores Community Association as an additional insured with liability coverage of \$1,000,000.00 or more (Required no earlier than fifteen (15) business days/ no less than seven (7) business prior to the event)*

Received on: _____

_____ *\$500.00 deposit paid (Required at time application is submitted)*

Deposits for events cancelled within *five (5)* business days of the event are subject to forfeit.

Received on: _____

_____ *\$250.00 fee for five (5) hours of use paid (Required no less than 7 business days prior to the event)*

Additional time beyond five (5) hours may be reserved at \$50.00 for each additional hour or fraction thereof up to a maximum of 5 additional hours

of additional hours requested: _____

Amount of additional fee paid: \$ _____

Received on: _____

_____ *\$25.00/hour overtime fee for staff attendant (Required for hours of event not held during the regular administrative office or maintenance department hours)*

Received on: _____

Additional Requests

The following items or amenities may be provided upon request and payment of additional fees:

_____ *Dance Floor*

Written request required no less than seven (7) business days prior to the event

\$80.00 set up and takedown fee required

Received on: _____

_____ *Audio Visual Equipment*

Written request required no less than seven (7) business days prior to the event

\$25.00 set up and use fee required

Received on: _____

_____ *Table/ Chair Set Up*

Written request required no less than seven (7) business days prior to the event

Received on: _____

_____ *Kitchen*

Written request required

Use is does not include Association Committee or Club owned items, including but not limited to: utensils, flatware, dishes, food product, cookware, paper goods, etc. These items must be supplied by the resident requesting use of the facility. NSCA is not responsible for providing these items.

Received on: _____

Conditions and Restrictions

The resident requesting use of the ClubHouse facility is responsible for the following conditions and restrictions:

_____ *The NSCA resident submitting the application must be present at the facility during the entire event*

_____ *The NSCA resident submitting the application is responsible for ensuring that guests, service providers and non-residents attending the event will, at all times, follow the Association Rules & Regulations as adopted by the NS Board of Directors*

_____ *All attending the event will abide by Federal, State, County and City laws, including but not limited to, the maximum age for consumption of alcohol*

_____ *The ClubHouse facility may not be used for business functions or meetings of non-NSCA organized groups*

_____ *Smoking is prohibited within the Community Center and grounds, including the playground, tennis court, and parking lot areas*

_____ *Only table centerpieces and non-destructive decorations are permitted. No decorations are to be attached to the walls, doors, windows, or NSCA owned property inside or outside of the ClubHouse building. Decorations may be placed on display rails or hung from the suspension slots using NSCA-supplied hooks.*

_____ *Event set up must take place within the reservation time.*

_____ *The NSCA resident submitting the application is responsible for all clean up of the kitchen, inside lobby, inside lobby restrooms, main room or MPR, outside patio area. All trash must be bagged and all decorations must be removed. Event items may not be stored in the ClubHouse facility and must be removed at the end of the event. All cleanup must take place within the reservation time. An additional charge may be assessed to the NSCA resident submitting the application for any extraordinary clean up required as a result of the event.*

_____ *Failure to follow community rules may result in disciplinary proceedings and fines as established in Rule 2711*

_____ *The NSCA resident submitting the application agrees to defend, indemnify, and hold Niguel Shores Community Association, its Directors, Officers, employees and members harmless from all claims, demands, or liability ("Claims") arising out of Group Use of Association Facilities, regardless of the merit of outcome of the Claims and regardless of whether such claims are caused by Association's active or passive contributory negligence.*

Additional Information

Usage of the ClubHouse facility is subject to approval by the NS Board of Directors as facilitated by the NSCA Management and may be revoked at the sole discretion of the NS Board of Directors.

A copy of this agreement will be provided to the applicant once all information, deposits, and fees have been received and the application has been approved.

A copy of *Rule 5108 Use of ClubHouse* in its entirety will be provided to the applicant.

Application is required to submit a written guest list no less than 3 business days from the day of the event.

All cancellations and/or changes to requests must be submitted in writing to the NSCA Management Office by the applicant. Deposits for events cancelled within five (5) business days of the event are subject to forfeit.

Use of the pool, spa, locker rooms, tennis court, playground, and main patio area is not included with the reservation.

As standard policy, the Association does not accept reservations from the second week in November through January 3.

Association Contact Information

Business Office

Mailing Address: 33654 Niguel Shores Drive
Dana Point, CA 92629

Phone: (949) 493-0122

Fax: (949) 831-0116

Operating Hours: Monday – Friday from 8:30 am – 5:00 pm

Website: www.niguelshores.org

Mariner Gate

Phone: (949) 487-4185

Operating Hours: Attendant on duty 24 hours

APPLICATION COMPLETION and APPROVAL

LIABILITY COVERAGE VERIFIED BY: _____

ON: _____

WITH: _____

/ EXT.: _____

EVENT CONFIRMED BY: _____

ON: _____

WITH: _____

APPLICATION REVIEWED BY: _____

ON: _____

APPLICATION APPROVED BY: _____

ON: _____

- 1) General Conditions and Restrictions for Use:
 - a) The ClubHouse includes the Multi Purpose Room (MPR), lounge, interior restrooms, exterior individual restrooms, kitchen, open-air upper fireplace deck, pergola-covered upper fireplace deck, saunas and locker rooms. The hours of operation are posted on the bulletin board across from the Administrative Office door.
 - b) The ClubHouse may be used only for social purposes. The ClubHouse cannot be used for business functions nor for meetings of non-NSCA organized groups.
 - c) The maximum number of MPR attendees shall be 116 (with tables and chairs) or 249 (with chairs only).
 - d) All using NSCA facilities (attendees and workers) must obey Federal, State, County and City laws. This includes, but is not limited to the minimum age for consumption of alcoholic beverages.
 - e) Smoking is prohibited within the Community Center and grounds.
 - f) All NSCA-supplied furniture setup and equipment use must be arranged with the office at least seven (7) business days prior to the event. NSCA staff members on duty at time of event will not have the authority to provide additional provisions or equipment during the event.
 - g) Audio Visual (AV) equipment may only be used provided NSCA Management has received a written request more than seven (7) business days prior to the event. There is an additional fee for using the AV equipment for private parties or events. AV equipment is to be operated by NSCA staff only. (see 3 Deposits and Fees for exact amount of fee)
 - h) The wooden dance floor may be used provided NSCA Management has received a written request more than seven (7) business days prior to the event. There is an additional fee to set up the dance floor for private parties or events. (see 3 Deposits and Fees for exact amount of fee).
 - i) Only table centerpieces and non-destructive decorations are permitted. No decorations are to be attached to the walls, doors, windows, or NSCA owned property inside or outside of the ClubHouse building. Decorations may be placed on display rails or hung from the suspension slots using NSCA-supplied hooks.
 - j) Failure to follow community rules may result in disciplinary proceedings and fines as established in Rule 2711.
- 2) Reservations:
 - a) Only a Niguel Shores registered resident can make reservations for private parties or events held in the ClubHouse.
 - b) A ClubHouse reservation includes the Multi Purpose Room (MPR), lounge, interior restrooms, kitchen and pergola-covered upper fireplace deck. All activities and guests for which the reservation has been made must be confined to these areas.
 - c) Other areas including, but not limited to, the open-air upper fireplace deck, pool, pool deck, tennis courts, spa, saunas, locker rooms and maintenance shop are not included with the reservation.

- d) The kitchen facilities are available for limited use. Use is limited to the electric ovens, counters, sinks, ice-maker, refrigerator (do not use or remove any items already in the refrigerator) and large capacity coffee pot.
 - e) A Niguel Shores registered resident must be present at all times during the private party or event.
 - f) The Niguel Shores registered resident is responsible for ensuring that guests know the rules of the community and abide by them.
 - g) Reservations may be made no more than six (6) months in advance and no less than seven (7) business days prior to the event.
 - h) A maximum of four (4) reservations may be placed per residence in a calendar year.
 - i) Setup of the event must take place within the reservation time.
 - j) The Niguel Shores registered resident is responsible for removing all decorations at the conclusion of the event.
 - k) The Niguel Shores registered resident is responsible for all cleanup after the event, except for the removal of NSCA-provided tables, chairs, dance floor and AV equipment. All trash must be bagged, tied securely, and left in the kitchen area for removal by the maintenance staff. The entire facility is to be left as clean as it was found upon arrival. All cleanup must take place within the reservation time.
 - l) The Niguel Shores registered resident is responsible for any damage related to the event.
 - m) Reservations are not valid unless all deposits and fees are paid, and all paperwork is submitted.
 - n) An alphabetized list of guests requiring a gate pass must be submitted to the NSCA office staff at least seven (7) business days prior to the event. Parking may be in the parking lot or along Niguel Shores Drive. All NSCA parking rules will remain in effect and shall be enforced. Refer to the NSCA's Traffic & Safety Rules, 6000 Series.
 - o) An endorsement naming Niguel Shores Community Association as an additional insured with liability coverage of \$1,000,000.00 or more is required at the time the reservation is made.
 - p) Confirmation of the reservation and verification of liability insurance must be made with the NSCA Management Office no earlier than fifteen (15) business days prior to the event and no later than seven (7) business days prior to the event.
- 3) Deposits and Fees
- a) A \$500.00 deposit will be required in order to reserve the ClubHouse. The deposit must be paid at the time the reservation is made.
 - b) Deposits for parties or events cancelled within five (5) business days of the event date are subject to forfeit.
 - c) All fees are due seven (7) business days prior to the event date.
 - d) A \$250.00 fee includes exclusive use of the ClubHouse reservation areas for up to five (5) hours total and setup plus takedown of NSCA-supplied furniture

- e) Additional time beyond five (5) hours may be reserved at \$50.00 for each additional hour or fraction thereof up to a maximum of five (5) additional hours.
- f) A \$25.00 per hour overtime rate fee for an event staff attendant will be required for events that take place during hours where staff is not otherwise on site.
- g) Management, at its sole discretion, may charge an additional fee for any extraordinary cleaning necessary after an event.
- h) A \$25.00 fee will be charged for the setup and use of the Audio Visual (AV) equipment.
- i) An \$80.00 fee will be charged for the setup and takedown of the dance floor.



Niguel Shores Community Association Resident Party List

RESIDENT NAME: _____

EVENT DATE: _____ / _____ / _____ TIME: _____ AM / PM

EVENT NAME: _____

EVENT LOCATION: _____

CONTACT #: PRIMARY: (_____) _____

ALTERNATE: (_____) _____

- * Residents must submit lists of ten (10) or more guests to the NSCA Management Office no less than three (3) business days prior to the event.
- * Events held in the ClubHouse require prior Association approval as per the requirements of *Rule 5108 Use of ClubHouse*.

As an adult resident of Niguel Shores, I am aware that I am responsible for any expense(s) incurred by the Niguel Shores Community Association relative to damages(s) to common areas, related to this party or event. I shall ensure that my guests observe the Association's *Rules & Regulations*. This "party or event shall be conducted in such a fashion not to interfere with the peaceful use and enjoyment of the common areas by other residents

Signature

_____/_____/_____
Date

Visitor Name
(Resident to complete alphabetically)

1)

2)

3)

4)

5)

6)

7)

8)

9)

10)

11)

12)

13)

14)

15)

16)

17)

18)

19)

20)

21)

Visitor Name
(Resident to complete alphabetically)

22)

23)

24)

25)

26)

27)

28)

29)

30)

31)

32)

33)

34)

35)

36)

37)

38)

39)

40)

41)

42)

Visitor Name
(Resident to complete alphabetically)

43)

44)

45)

46)

47)

48)

49)

50)

51)

52)

53)

54)

55)

56)

57)

58)

59)

60)

61)

62)

63)

Visitor Name
(Resident to complete alphabetically)

64)

65)

66)

67)

68)

69)

70)

71)

72)

73)

74)

75)



MPR SET-UP CHECK LIST

NAME OF APPLICANT: _____	
CONTACT #: () _____	ALT. CONTACT #: () _____
EVENT DATE: _____ / _____ / _____	SET UP TIME: _____ AM / PM

INDICATE TABLE TYPE NEEDED, AMOUNT OF TABLES NEEDED, AND AMOUNT OF CHAIRS PER TABLE (SEE REVERSE SIDE FOR TABLE-CHAIR RATIO):

CARD TABLE (about 4ft) # _____	CHAIRS PER _____
ROUND TABLE (5ft / 60in) # _____	CHAIRS PER _____
BUFFET TABLE (8x3ft) # _____	CHAIRS PER _____

INDICATE IF NEEDED:

- DANCE FLOOR 12x15 12x12 12x9 12x6 8x6
- ADDITIONAL CHAIRS # _____
- KITCHEN
- A/V EQUIPMENT

THE FOLLOWING CONDITIONS APPLY:

- This document must be returned to the NSCA Office seven (7) business days prior to the event in order to schedule event set-ups.
- Set-up requests not received in the designated appropriate timeframe will not be honored.
- No "last-minute" changes will be accepted.

GENERAL INFORMATION:

Room size: 41' x 49' **MAXIMUM CAPACITY:** 116 WITH CHAIRS AND TABLES
248 WITH CHAIRS ONLY

TABLE INFORMATION: Buffett: 13 Available. Accommodate up to 8 per table
Round: 10 Available. Accommodate up to 8 per table
Card: 8 Available. Accommodate up to 4 per table
Chairs: 95 Available

