



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

EVENT DATE:	_____
EVENT TIME:	_____
EVENT TYPE:	_____
RESIDENT NAME:	_____
NCSA 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, and kitchen.

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

*Clubhouse Use* rule 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](http://www.niguelshores.org).)

---

*Signature*

*Date*



# MPR SET-UP CHECKLIST

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 OF 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.

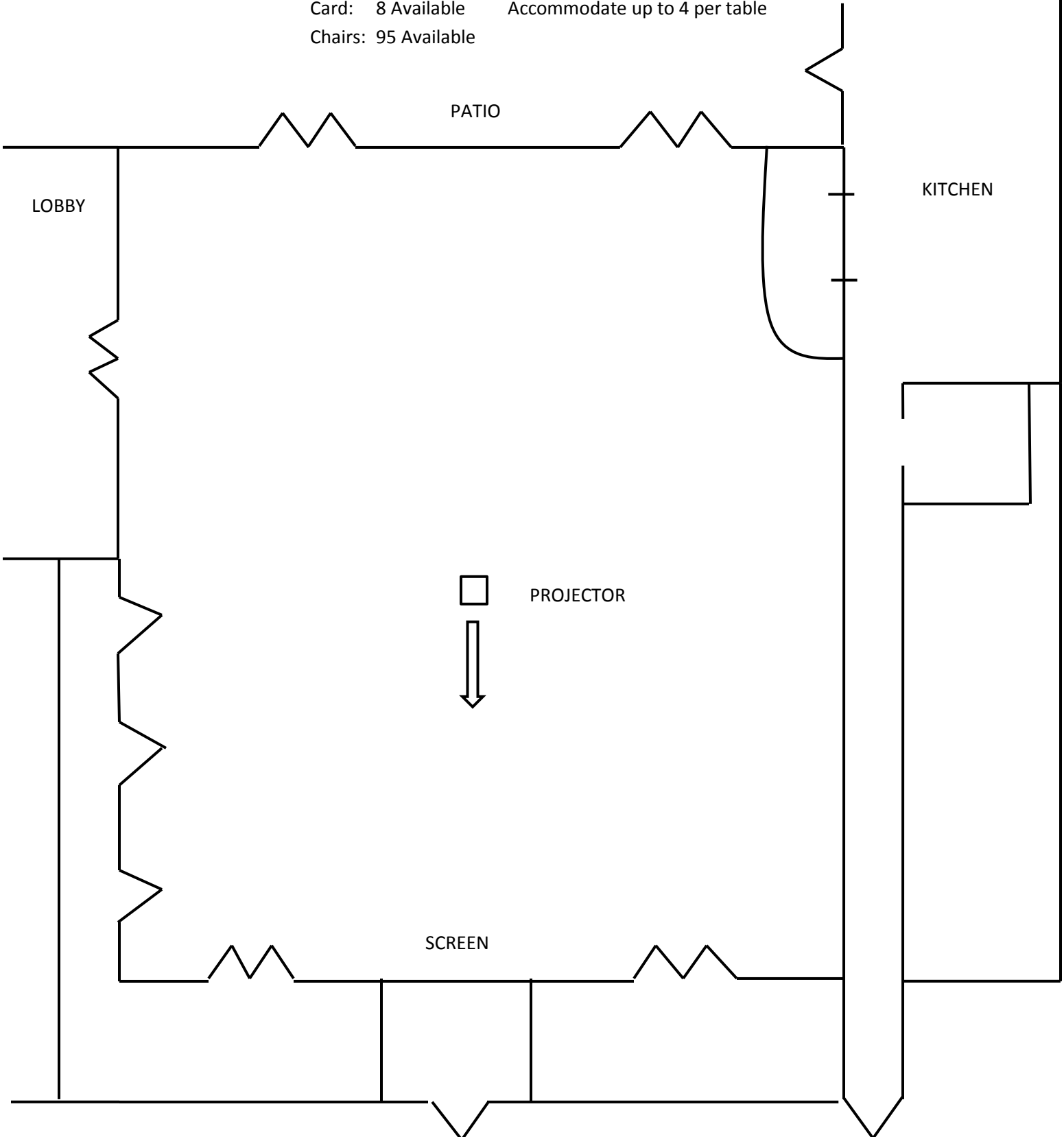
GENERAL INFORMATION:

ROOM SIZE: 41' x 49'

MAXIMUM CAPACITY: 116 WITH CHAIRS AND TABLES  
248 WITH CHAIRS ONLY

TABLE INFORMATION:

Buffet: 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



NSCA PARTY LIST - CLUBHOUSE

Name: \_\_\_\_\_

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

(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.

22.

23.

24.

25.

26.

27.

28.

29.

30.

31.

32.

33.

34.
35.
36.
37.
38.
39.
40.
41.
42.
43.
44.
45.
46.
47.
48.
49.
50.
51.
52.
53.
54.
55.
56.
57.
58.
59.
60.
61.
62.
63.
64.
65.
66.
67.
68.
69.

70.
71.
72.
73.
74.
75.
76.
77.
78.
79.
80.
81.
82.
83.
84.
85.
86.
87.
88.
89.
90.
91.
92.
93.
94.
95.
96.
97.
98.
99.
100.

## **Reservation Requirements Checklist**

The following requirements must be met by their due dates prior to finalizing your reservations:

### **Required at the Time the Application is Submitted:**

Completed and Signed Application

\$500.00 Deposit Paid     Deposits for events cancelled within *five (5)* business days of the event are subject to forfeit.

### **Required No Less than Seven (7) Business Days Prior to Event Date:**

Endorsement naming Niguel Shores Community Association as an Additional Insured with liability coverage of \$1,000,000.00 or more

\$250.00 Fee for First Five (5) Hours of Use

- 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.

- # of additional hours requested: \_\_\_\_\_

- Amount of additional fee paid: \$\_\_\_\_\_

### **OPTIONAL: Required No Less than Seven (7) Business Days Prior to Event Date:**

\$80.00 Dance Floor

\$25.00 Audio Visual Equipment

Table / Chair Set Up

Kitchen     Use of the Kitchen does not include stove or 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.

\*As standard policy, the Association does not accept reservations from the second week in November through January 3<sup>rd</sup>\*

**\*PLEASE NOTE THAT ALL DEPOSIT REFUNDS WILL BE ISSUED WITHIN 30 DAYS\***

**NIGUEL SHORES COMMUNITY ASSOCIATION**  
**Rules and Regulations as of 01-01-2017**

**Clubhouse Use**

**01-01-2017**

The Clubhouse includes the Multi-Purpose Room (MPR), interior lobby and restroom facilities, exterior individual restrooms, kitchen, fireplace, saunas and locker rooms. The Clubhouse may be used only for social purposes and cannot be used for business functions nor for meetings of non-NSCA organized groups

- 1) Reservations can be made by a resident for use of the MPR (including interior lobby, lobby restrooms and limited use of the kitchen facility only). Use of this Common Area for a private event must comply with the following:
  - a) 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). Use of the gas stove and griddle unit not permitted.
  - b) The resident reserving the MPR must be present at all times during the event.
  - c) Reservations may be made no more than six (6) months in advance and no less than seven (7) business days prior to the event. A maximum of four (4) reservations may be placed per property in a calendar year. Reservations are not valid unless deposits and fees are paid, and all paperwork is submitted.
  - d) 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.
  - e) 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.
  - f) Setup, decorating, and clean up must take place within the reservation time. Items may not be stored in the facility.