



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 # _____

A/V EQUIPMENT (projector screen or bring own laptop)

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.

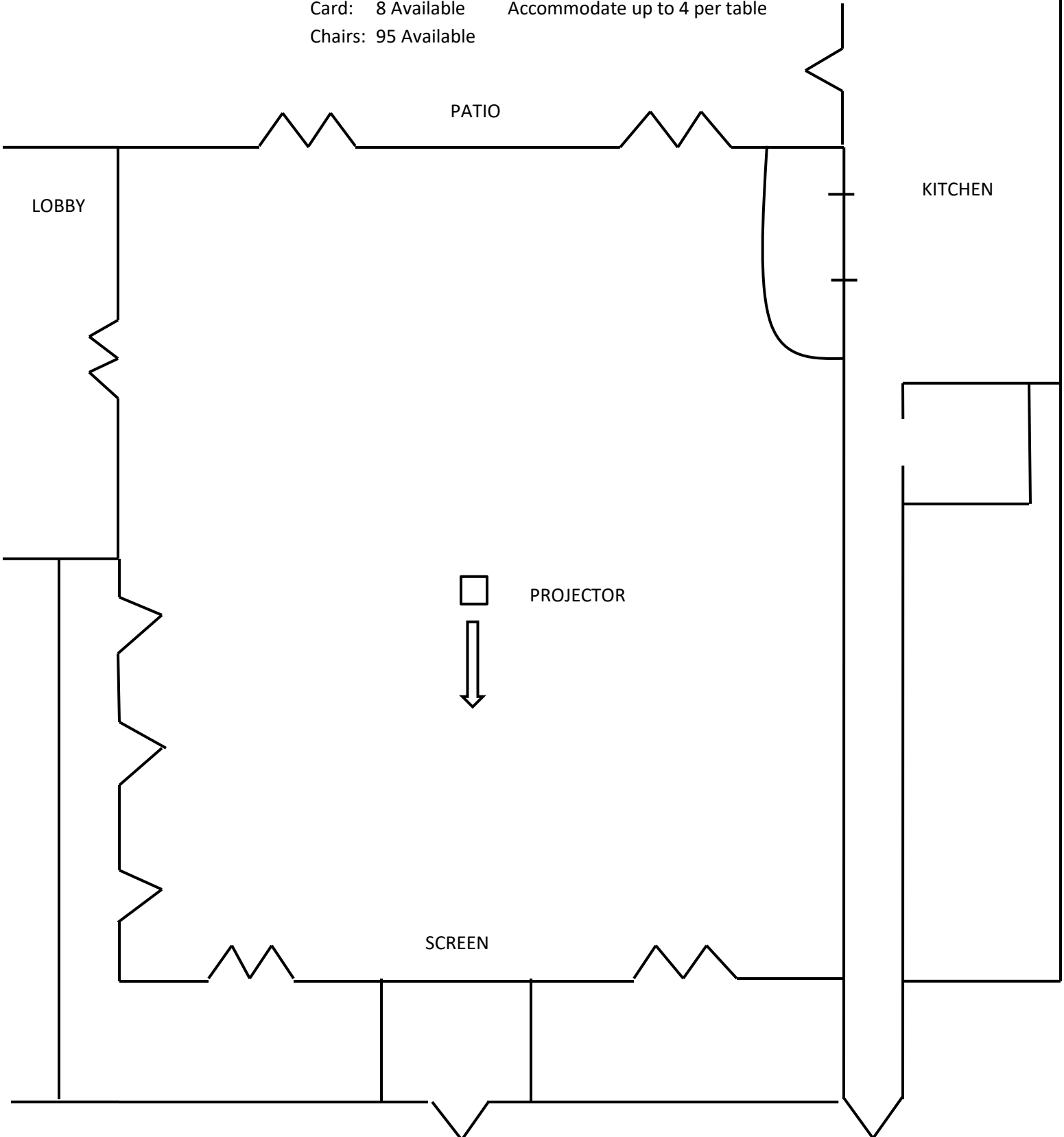
GENERAL INFORMATION:

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: 12 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: ____/____/____

(List first and last names of all individuals)

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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

\$300.00 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: \$ _____

***ADDITIONAL TIME NOT APPROVED BY THE NSCA OFFICE OR PAID FOR IN ADVANCE, WILL BE SUBJECT TO ADDITIONAL FEES. ITEMS LEFT IN THE CLUBHOUSE AFTER AN EVENT WILL BE CHARGED A STORAGE FEE. ***

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.

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

****Guests may not park inside the Community Center parking lot or the Beach Bluff parking lot. All guests must park along Niguel Shores Drive or neighboring streets with valid parking.****

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.