

Return completed application to:

CLPOA / Kathie Barnes
31512 Railroad Canyon Rd.
Canyon Lake, CA 92587

Event Date _ _ _ _ _

Room _ _ _ _ _

**CANYON LAKE PROPERTY OWNERS ASSOCIATION
RENTAL APPLICATION**

THIS APPLICATION MUST BE SUBMITTED 15 DAYS PRIOR TO EVENT

APPLICANT	EVENT CONTACT
Member name _____	Contact name _____
Tract and Lot _____	Address _____
Organization _____	Phone Number _____
Address _____	E-mail address _____
Phone # _____	
E-mail Address: _____	

RESERVATION INFORMATION

Room Requested _____ Start time _____ End Time _____

EVENT INFORMATION

Purpose of rental: _____

Number of people attending _____ Will you be requesting a bar? _____
(All alcohol must be served by the CLPOA staff)

Will you be using a caterer? _____ If yes:
Name of caterer _____ Phone # _____

PAYMENT INFORMATION

Amount _____ Method of Payment _____ Receipt # _____

Staff initials _____

ROOM RENTAL RATE CHART

NAME OF ROOM	CAPACITY	RENTAL FEE	ADDITIONAL HOURS
Holiday Bay Room	Assembly 300	\$500	\$100
	Seated 170		
Poolview Room	Assembly 90	\$330	\$50
	Seated 70		
Sunset Beach Room	Assembly 60	\$165	\$25
	Seated 40		
Blue Bird Hall	Assembly 70	\$25 per hour	
	Seated 50		
Town Center Conference	Assembly 50	\$25 per hour	
	Seated 40		
Magnolia Room	Seated 40	\$25 per hour	

A \$500 SECURITY DEPOSIT WILL BE DUE 3 DAYS PRIOR TO YOUR EVENT. THE CHECK WILL BE RETURNED AFTER THE CONDITION OF THE ROOM IS VERIFIED BY CLPOA STAFF.

AVAILABILITY

- Canyon Lake POA Sanctioned clubs have first choice on all reservations. They must make reservations at least one year in advance to secure the date. All others can make reservations up to one (1) year in advance of the requested use date
- Only Canyon Lake POA members in good standing (lien free, assessments up to date, no disciplinary actions etc.) are eligible to rent facilities. Only persons 21 years of age and older and the legal owner of record or property tenant-occupant will be allowed to enter into an agreement with the CLPOA.

LIABILITY AND INSURANCE

- The CLPOA member assumes all legal and financial liability and agrees hold harmless the CLPOA from any and all claims. Any damage caused to Association property/facilities shall be the responsibility of the CLPOA member signing the rental agreement
- **All members renting the Clubhouse facility are required to provide evidence of General Liability Insurance naming the Canyon Lake POA as additionally insured and as a covered certificate holder on the member liability policy in the minimum amount of \$300,000.**
- **Use of amusement rentals or props (i.e.: carnival games and rides, dance floors, stages, sumo wrestling suites, inflatable attractions etc...) must have prior written approval from the Activities Manager accompanied by a certificate of insurance for general liability of not less than one million dollars (\$1,000,000) and when applicable, a certificate of Worker's Compensation (if operators will be on site) by the rental company. Canyon Lake POA must be named as additionally insured on the certificate. No exceptions. If you are unable to purchase insurance then the rental cannot occur. Please check on this prior to booking.**
- The POA member arranging and renting the facility is responsible for the actions and conduct of his/her guests. He/she is also responsible for any damages to the building and POA property as a result of his/her activity.
- CLPOA does not accept any legal responsibility for loss, damage, or theft of equipment or articles owned by the users and will not accept any responsibility for any act or incident arising from use of its property or equipment by an individual, organization or group.

RESERVATION INFORMATION

- All decoration, food preparation, set up and clean up is the responsibility of the CLPOA member renting the facility within their rental period. This includes equipment and supplies dropped-off by outside agencies such as caterers, party rentals etc. If the facility is not cleaned, is damaged, or you run over your rental time it is at the discretion of CLPOA to charge a late fee and/or lose the security deposit.

- Rooms may not be used for any commercial purpose, including selling a product or service.
- The CLPOA member is responsible for informing any vendors with the guidelines for the facility usage.
- Event Coordinator – There will be a fee of \$350 required for each wedding and \$200 for each non-wedding, non-club event over 100 people. (See attached sheet showing what you will receive for that fee. It is required that you use the company “Everlasting Impressions.”
- CLPOA does not provide storage for equipment or supplies. All rental equipment must be removed from the premises immediately following the event and all equipment/rentals cannot be dropped off prior to the event until the agreed upon time.
- Animals, other than guide dogs, are not permitted inside CLPOA property.

BAR SERVICES (FOR LODGE BUILDING)

- The CLPOA holds the liquor license for the Lodge building and pool area.
- Bar service can be provided for a \$250.00 set up fee for non club functions. The fee for Club functions is \$100. For both, if the bar exceeds \$1,000 in sales the set up fee will be returned..
- NO outside liquor can be brought in this area, except wine and champagne. This can be brought in a poured by CLPOA staff for a corkage fee of \$7.00 per bottle.
- If the event has less than 100 people there will be no charge for glassware. If the event is over 100 people there will be a \$100 charge for glassware. Plastic glasses are available if you do not want to pay the additional charge.

SETUPS

- Room rental charges include tables and chairs only. A diagram of set up must be provided to the Activities Department 7 days prior to your event.
- Full replacement cost will be charged when equipment is lost or damaged.
- Staff is NOT authorized to sign for or accept any deliveries. A person involved with the activity must accept all deliveries within their reserved time.
- CLPOA is not responsible for any items delivered early or left behind.
- Catering and service vehicles are not allowed to park in the loading area on the side of the Lodge building.

DECORATIONS

- Decorations may be permitted however staff must approve all plans for decorations. All props must be free standing. Nothing may be attached to the walls, ceilings or windows. No one is permitted to climb or stand on tables, chairs or any furniture.
- All materials must be flame retardant. No open flames are allowed (unshielded candles, tiki torches, pyrotechnics and the like).
- Rice, birdseed, glitter, flower petals, confetti, smoke or bubble effects, airborne streamers and the like are prohibited.

CLEAN-UP RESPONSIBILITIES

- All clean-up must be accomplished prior to the finish time indicated on the rental application. Applicants are responsible for the following clean-up at the end of event:
 - Cleaning of equipment used
 - Cleaning of any counter area used
 - Cleaning and wiping of all spills or mishaps
 - Clean-up of the kitchen and all amenities used.
 - Removal of all personal articles. All supplies left behind will be discarded
- Please make sure you discuss clean up with your caterer or any other person you contract with to help you with your event. Clean-up must be completed so you do not incur additional charges or lose your security deposit
- When you are ready to leave you must contact Community Patrol at 246-3473 to secure the building.

CANYON LAKE PROPERTY OWNERS ASSOC.
RENTAL AGREEMENT

HOLD HARMLESS

Canyon Lake POA (CLPOA) desires to be protected against loss by reason of the temporary use and occupancy of its facilities by special event renters. It is therefore agreed:

- The renter agrees to indemnify CLPOA, its Board of Directors, officers, employees and agents from all losses, liabilities, damages, costs and expenses (including, without limitations, actual attorney's fees, arbitration expenses and litigation expenses) that they, or any of them may incur by reason of the use and occupancy of the CLPOA facilities as set forth above by the renter, its employees, agents, subcontractor, and guests.
- CLPOA shall give the renter prompt written notice on any claim, action or proceeding, which could rise to a right of indemnification under this Agreement. Notwithstanding such notice, CLPOA shall be entitled at its sole discretion either to defend or settle such claim, action or proceeding. CLPOA shall also be entitled to engage, at the renter's expense, independent counsel to advise it with respect to any claim, action or proceeding which gives rise to a right of indemnification under this Agreement.
- Indemnification shall be made by the renter within ten (10) days after receipt from CLPOA of notice describing the nature of claim made and the amount of any loss, liability, damage, cost or expense. All such costs and expenses, which are not paid when due shall, until paid, bear interest from such date at the rate of twelve percent (12%) per annum.

In the event of any litigation among the parties concerning the enforcement or interpretation of this Agreement, including but not limited to arbitration or civil lawsuit, the non-prevailing party (or parties) shall pay any and all reasonable fees and expenses (including attorney's fees, arbitration expenses and court costs) incurred by the prevailing party (or parties) in connection with such litigation.

AGREEMENT

IN WITNESS THEREOF, the undersigned has executed and delivered this Agreement as of the date shown below.

BY: _____ Date: _____
(Renter of the facility - owner of Record/Property Tenant Occupant)

BY: _____
(Printed Name)

ACCEPTED BY CLPOA _____ Date: _____
(Activities Manager)

Staff initials: _____