



**BIXBY VILLAGE COMMUNITY ASSOCIATION  
Clubhouse Reservation / Rental Application**

<b>DATE OF APPLICATION:</b>	<b>DATE REQUESTED:</b>
<b>NAME OF HOMEOWNER:</b>	
<b>ADDRESS:</b>	
<b>HOME PHONE #:</b>	<b>WORK PHONE #:</b>
<b>COMPLETE DESCRIPTION OF EVENTS:</b>	
<b>TIME OF EVENT:</b>	<b>NUMBER OF GUESTS:</b>
<b>CLEAN UP ARRANGEMENTS:</b>	

Seated Event	YES NO
Alcoholic Beverages	YES NO
Food	YES NO
Snacks	YES NO
Amplified Music/Entertainment	YES NO

**I understand that a responsible adult member of the BVCA must be present at all times during the event, which will be responsible for the conduct of the guests plus any and all damages. I am aware that under the California Alcoholic Beverage Law #25658 A, no alcoholic beverages may be served to minors. Bixby Village Community Association will not assume any responsibility or liability for the service or use of alcoholic beverages on the premises. The conference table is not to be moved or used as a staging base for catering purposes. The annex room cannot be used by private parties (excepting pass through to restroom facilities). If you relocate any chairs or tables during your actual event, please be courteous and return these to their original locations upon the completion of your event. I have also read and understand the attached BVCA "Clubhouse Guidelines" and accept the conditions as stated.**

**BVCA MEMBER'S  
SIGNATURE:**

**DATE:**

Please return this form to Professional Community Management, 23726 Birtcher Drive, Lake Forest, CA 92630 at least **seven (7)** days prior to the scheduled event.

CLUBHOUSE FURNITURE AVAILABLE: (2) 4' folding tables in closet; 34 folding chairs in closet; 50 cushioned chairs, 6 conference tables, two leather sofas, two leather chairs, two wing back chairs, two console tables, kitchen amenities including refrigerator, microwave and range. Obtain special key prior to meeting date by contacting Jack Speciale at (562)597-5544.

**IN-HOUSE USE ONLY**

RENTAL FEE RECEIVED:	CHECK#:	TO ACCOUNTING:
DEPOSIT RECEIVED:	CHECK#:	TO ACCOUNTING:

# BIXBY VILLAGE COMMUNITY ASSOCIATION

## CLUBHOUSE FACILITIES

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### 4.0 CLUBHOUSE FACILITIES (Excluding pool recreational facilities)

#### 4.1 General

14.1.1 The clubhouse facilities are available for rental by any Bixby Village member for the use of Bixby Village members and their guests. The facility may not be continually used by any member for profit making venture(s). Rental of the clubhouse may be subject to approval of the Board of Directors.

14.1.2 Rental of the clubhouse facilities does not include the use of the pool recreational facilities as defined in Section 12.0 above.

14.1.3 The clubhouse facilities are available for use without charge to any Bixby Village group for the purpose of conducting Bixby Village business.

14.1.4 It is the responsibility of the Bixby Village member to pay for any damage, breakage or extraordinary wear and tear to, or missing articles from the clubhouse facilities. This responsibility is not limited to the amount of the security/cleaning deposit.

14.1.5 Bixby Village members renting the clubhouse facilities are responsible for cleaning the facility after use in accordance with the instructions from the clubhouse coordinator. Cleaning must be completed by 9:00 a.m. the following morning. The cost of extra services required to restore the clubhouse to a rentable condition will be deducted from the security/cleaning deposit.

14.1.6 Bixby Village Community Association assumes no responsibility for any personal items left in the clubhouse facility at termination of cleaning.

14.1.7 Use of the clubhouse fireplace is strictly prohibited.

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## CLUBHOUSE FACILITIES

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### 14.2 Use of the clubhouse facilities

- 142.1 Bixby Village members renting the clubhouse facilities and their guests shall conduct themselves in a manner consistent with standards and expectations of a residential community. Members and their guests shall remain within the clubhouse facility (including the patio) except for entry and exit. They shall not create a disturbance or nuisance to users of the pool facility or the surrounding area.
- 14.2.2 The Bixby Village member that has reserved the clubhouse facilities must be on the premises of the clubhouse facilities for event set-up, the duration of the scheduled event, and post-event clean-up.
- 14.2.3 Music volume shall be at a reasonable level at all times. When clubhouse use is permitted beyond 10:00 p.m., the music volume shall be inaudible to the surrounding vicinity.
- 14.2.4 All exterior doors and windows of the clubhouse facility shall be closed at 9:00 p.m.
- 14.2.5 Alcoholic beverages may be served in the clubhouse facility by the Bixby Village member renting the facility or a licensed caterer provided there is no charge to the consumer.
- 14.2.6 The services of a commercial caterer may be used at the clubhouse facility provided that the caterer shows proof of a current caterer's license, liability, and automobile insurance of at least \$100,000/\$300,000.

### 143 **Rental of the clubhouse facilities**

- 14.3.1 The clubhouse facilities may be reserved by contacting the property management company and completing a reservation form for the desired date of use. Reservations are on a first-come, first-serve basis. Members must be in "good standing" in order to rent the clubhouse.
- 14.3.2 The clubhouse is available for rental Sunday through Thursday from 9:00 a.m. to 10:00 p.m.; Friday and Saturday from 9:00 a.m. to 11:00 p.m.

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## CLUBHOUSE FACILITIES

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- 14.3.3 The non-refundable rental cost of the clubhouse is \$75.00. The rental cost may be waived for events intended to promote goodwill among the residents of Bixby Village (e.g., social events that include all Bixby Village residents only).
- 14.3.4 The rental cost in full, and a refundable security/cleaning deposit of \$150.00, shall be paid to the property management company prior to the event. Please issue a separate check for the Rental Fee and for the Security Deposit.

At the discretion of the clubhouse coordinator, the rental cost for "prime rental dates" (e.g., holidays, month of December) may be required to be paid in full at the time of making the reservation.