

# REGENCY PLACE OWNERS ASSOCIATION CLUBHOUSE RESERVATION REQUEST FORM

*Request forms are to be sent to the Clubhouse Committee Chairperson for scheduling and orientation, and signed by a Board member. Please follow the instructions below.*

Date Submitted: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Lot #: \_\_\_\_\_

Member's Name: \_\_\_\_\_  
(if different than owner)

Member's Address: \_\_\_\_\_

Member's Phone: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time: \_\_\_\_\_ to \_\_\_\_\_

Event: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_ Will food and beverages be served? \_\_\_\_\_

Will kitchen be utilized: \_\_\_\_\_ yes \_\_\_\_\_ no

Will alcoholic beverages (host or B.Y.O.B.) be consumed? \_\_\_\_\_ yes \_\_\_\_\_ no  
\_\_\_\_\_ I have read item #4 on the reverse side of this form (initial)

## FEES AND DEPOSITS REQUIRED AT TIME OF MAKING RESERVATIONS:

- 1. CLUBHOUSE RENTAL:** \$75.00 (nonrefundable) – (Separate check made payable to Regency Place Owners' Association)
- 2. SECURITY DEPOSIT:** \$250.00 (refundable, and will be refunded within two (2) weeks if there are no deficiencies after inspection. \_\_\_\_\_ (initials) – (Separate check made payable to Regency Place Owners' Association)
- 3. RETURN FORM, USAGE FEE AND SECURITY DEPOSIT TO:** Clubhouse Committee Chairperson. You may contact AMC, Inc. at (916) 565-8080 to obtain the chairperson's contact information.

I further agree to the terms and conditions on the attached page titled "Terms and Conditions."

I understand that I will be assessed for any damages caused by me and/or my guests. I understand that I will be assessed for cleaning/repair costs if the Clubhouse is left in a dirty/damaged state.

\_\_\_\_\_  
Homeowners Signature

\_\_\_\_\_  
Board Member Signature

**REGENCY PLACE OWNERS ASSOCIATION  
CLUBHOUSE USE AND RESERVATIONS  
TERMS AND CONDITIONS**

1. The Regency Place Clubhouse may be reserved by residents only. Reservations should be made at least 30-days in advance. The main meeting room, the kitchen, the craft room and the game room are the only rooms that may be reserved for private functions. The billiard room, library, lobby and pool/pool area are not available for reservations and will remain available to residents.
2. I will be responsible for complete clean up of the facilities when done. An inspection will be performed BEFORE the event (day of event) and AFTER event is completed (or next day) by the Clubhouse Reservations Representative. I understand failure to adequately clean the facilities will result in possible reduction of refund of my deposit.
3. I further agree that upon that upon termination of the use period, all personal effects, dishes, equipment, food, trash, or any other item belonging to me or any guest(s) or invitee of mine, shall be removed from said premises. In the event such item is not so removed, such item so remaining may be deemed abandoned and disposed of by the HOMEOWNERS ASSOCIATION in any manner it deems appropriate, without liability to me or my guests or invitees.
4. I understand that the association does not have insurance for alcohol consumption at a private event. I will furnish to the association a "certificate of insurance" from my personal insurance company/agent that will state "Special Event Policy" for my event. Minimum coverage will be \$1,000,000.00 with the association named as the additional insured. If I hire a private company as a "bartender", the company hired must also provide a certificate of insurance naming the association as the insured, with minimum coverage of \$1,000,000.00. These certificates must be furnished to the Clubhouse Committee Chairperson at least 72 hours prior to my event. I understand without these certificates the consumption of alcohol (private, host or B.Y.O.B.) cannot be permitted on the premises.
5. It is hereby agreed by each of the parties hereto that in the event any litigation should arise between these parties regarding any term, condition or covenant therein contained, or the performance thereof then, in that event, the unsuccessful litigant shall pay any and all attorney's fees and court costs incurred by the successful litigant.
6. I also agree to be on the Clubhouse premises at all times and accept responsibility for actions of all my guests during the hours of prescribed use.
7. I agree to vacate said premises in a clean and orderly condition and if not so done, the cost thereof may be assessed to me on my next monthly dues statement. I will be responsible for any damages or stains or soiling to the Clubhouse, its furniture, furnishings and appliances, including but not limited to carpeting, drapes, walls, windows, doors and outside landscaping caused by me or any of my guests, whether invited or not.

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Homeowner Signature

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Address

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Phone