

# CLUBHOUSE RENTAL PROCEDURE

This page details the exact steps you need to take to rent out the CHOA Clubhouse.

## STEP ONE

- Book the reservation at the online Clubhouse reservation system: <https://cowellhoa.skedda.com>
  - The reservation must be no less than 14 days away, and no more than 6 months in the future
  - Owners are limited to one reservation within a calendar month

## STEP TWO

- Once you've booked your event and put a credit card on file, print out the Clubhouse Rental Agreement (available at [www.walnutcountry.com](http://www.walnutcountry.com)), sign the first page, and initial each section indicating you've read and understand the terms of the Agreement.
  - The Clubhouse staff can provide you with a physical copy, if needed.
  - If you are a renter or tenant, the homeowner on title must also sign this Agreement.
- Once signed, drop off with the Clubhouse staff during normal business hours at your earliest convenience.
  - This form must be signed and provided to the Clubhouse no less than 14 days before your event, otherwise it will be cancelled.

## STEP THREE

- Begin the process of obtaining the required one-day event insurance with a standard \$1,000,000 policy.
  - Please remember – if serving alcohol, you need to make sure your insurance policy includes Host Liquor Liability coverage (most standard policies do).
- If you need more information, read the *Clubhouse Rental Insurance Requirements* document (available at [www.walnutcountry.com](http://www.walnutcountry.com)).
  - Proof of insurance must be provided to the Clubhouse no less than 14 days before your event, otherwise it will be cancelled.

## STEP FOUR

- Coordinate any setup needs with the General Manager or Clubhouse Staff prior to the day of your event.
  - Note that setup may only take place on the day of your reservation, and that if you wish to setup prior to your reservation hours, it must be approved ahead of time by the Association to ensure that it does not interfere with other Clubhouse activities or guests.

## STEP FIVE

- Enjoy your event!

**If you have any questions at all about the Clubhouse reservation process, please contact the Clubhouse Staff at 925-825-0250 or by email at [clubhouse@walnutcountry.com](mailto:clubhouse@walnutcountry.com).**

## BASIC RENTAL INFORMATION

This document is designed to clearly answer frequently asked questions for the Clubhouse rental process. Please note that this document in no way supersedes or acts as a substitute for the Clubhouse Rental Agreement.

Click this link to access the online Clubhouse reservation system: <https://cowellhoa.skedda.com>

### Basic Information

- The Clubhouse can be rented for a minimum of 4 hours and a maximum of 8 hours
- The Clubhouse can be rented once per month per resident, and can be reserved no less than 14 days and no more than 6 months prior to the requested reservation date
- The Clubhouse is available to rent during the following times:
  - **Monday-Thursday:** *Unavailable*
  - **Friday:** *3pm to 12am*
  - **Saturday-Sunday:** *12pm to 12am*
- **The Lounge** is the standard rental room. As you enter the Clubhouse, it is the room to your left with the dancefloor, tables and chairs, raised dining room, fireplace, and bar.
  - \$200 fee if the **entire** rental falls within normal Clubhouse operating hours – including cleanup
  - \$300 if the rental will continue over past Clubhouse operating hours
- The **Game Room** can be added for an additional **\$50**. This room is to the right of the Clubhouse office, and includes the area with the ping-pong tables, air hockey, and foosball, as well as the upper billiards room
  - If you do **not** add the Game Room, it **will still be available** to residents for use during normal Clubhouse hours. A privacy screen is provided for Lounge-only rentals.
- The **Kitchen** (located downstairs) can be added for an additional **\$75**. This room includes two ovens, a microwave, and lots of counterspace for preparing meals.
- The Game Room and Kitchen cannot be rented on their own.
- You can cancel your reservation up to 14 days before the scheduled date at no charge. There is a \$100 charge if you cancel within 14 days of the event, and a \$250 charge if cancelled within 48 hours.

### Insurance Requirements

- A one-day event insurance policy in the amount of \$1,000,000 is required for the day of your reservation
- Proof of insurance provided to the HOA at least 14 days in advance or the reservation will be cancelled
- Host Liquor Liability insurance required if serving alcohol (usually included by default in most event insurance policies)
- See the *Clubhouse Rental Insurance Requirements* document for more detailed information

### Facility Information

- Event rental includes all furniture currently staged in the Lounge room, as well as access to 80 folding chairs and 10 large rectangle shaped folding tables
- We will also provide table covers, basic cleaning supplies, trash bags, and a vacuum
- The Clubhouse capacity is 150 persons, and the Lounge capacity is 100 persons

## FREQUENTLY ASKED QUESTIONS

### Can I bring alcohol to my reservation?

Certainly! But there are three important things you need to do:

1. Indicate that you will be serving alcohol when you make the Clubhouse reservation
  - a. If you say you are not serving alcohol and we later find evidence that you were, **you will be charged a \$250 fee per the Rental Agreement**
2. Make sure your insurance policy includes Host Liquor Liability coverage
3. Be responsible and ensure that all guests are respectful of the facility and the staff! Remember, the individual who rents the Clubhouse is responsible for the actions of their guests. Additionally, if the Clubhouse staff thinks your party is getting out of hand, they have full authority to:
  1. Call security, which will result in an additional cost to you
  2. Call the police
  3. Terminate the event early

### Who is responsible for cleanup after the party?

The individual who rents the Clubhouse is responsible for cleaning every room that has been rented. **The Clubhouse staff will not help with cleanup.** That is the renter's responsibility. The Clubhouse staff will perform a walkthrough of the building before and after your event. Everything must be returned to the condition you found it in at the start of your event.

If you leave without adequately cleaning up, **you will be charged additional fees.** The HOA will provide basic cleaning supplies, such as trash bags, brooms, a vacuum, and

### How much time do I have to setup/cleanup?

Setup can only take place the same day of the reservation, and only during normal Clubhouse operating hours. If you wish to setup prior to the start of your rental hours, it must be approved by the Association ahead of time, to ensure that it does not interfere with other Clubhouse activities or guests.

Per the Rental Agreement, cleanup needs to take place *during* the rental hours. For example, if you rent the Clubhouse from 3pm to 10pm, you need to have cleaned everything up and be leaving the Clubhouse (in the same condition as when your event started) at 10pm. If you need to stay past your rental hours to clean, **you will be charged additional fees.** Please plan accordingly, and select your rental hours based on *including* cleanup time. We usually recommend about an hour for this.

### Are there any decorating restrictions?

Yes – first and foremost, **no glitter whatsoever is permitted anywhere inside the building.** This is because it's so difficult to clean. If we find evidence of glitter, you will be charged additional fees.

Additionally, no duct tape, nails, tacks, or glue may be used to attach anything to the walls. Standard tape and push-pins can be used for decorating, but must be removed during cleanup. No candles or open flames are permitted either.