

Top O' Topanga Clubhouse Rental Application

TOT Address: _____

Date of Event: _____

HOA Member Name: _____

Day of Event: _____

Phone: _____

Time: _____

Email: _____

Today's Date: _____

Sponsored Guest: _____

Number of Guests to Attend: _____

Address: _____

Type of Event: _____

City State Zip: _____

Guest Phone: _____

Notified Lodon: _____

Guest Email: _____

	Member	Sponsored	Non-Refundable Deposit	Refundable Deposit	
Library Only	N/A	\$200.00	N/A	\$300.00	
Ballroom	\$75.00	\$1,000.00	\$250.00		
Add Kitchen	\$25.00	\$100.00	N/A		
add Library	\$25.00	\$100.00	N/A		
					Total
Sub-Total	\$	\$	\$	\$	\$

Rental Fee including Non Refundable Deposit – Check #		\$
Member's Refundable Deposit – Check #		\$

Note: Attach Copies of Member Checks / We do not accept Sponsored Guests' Checks

	Date	Initials
Valet Parking Service Agreement (copy)		
Security Service Agreement (copy)		
Certificate of Liability Insurance		
Date Keys Picked Up:		
Key Set		
Date Keys Returned		
Date Refundable Deposit Returned		

Signature

Date

Top O' Topanga Community Association

Recreation Facility Rental Application

HOA Member's Name: _____

Property Address: _____

Mailing Address (if different): _____

Home Phone: _____ Work Phone: _____

Date Requested: _____ Start Time: _____ End Time: _____

Member Event (hosted by Member) _____ Member Sponsored Event: _____

Type of Event: _____ Number of Guests: _____

Ball Room: Yes _____ No _____ Library Yes _____ No _____

Will the event be catered? Yes _____ No _____

Name of Caterer _____ Phone _____

Will kitchen facilities be needed? Yes _____ No _____

Will alcohol be served? Yes _____ No _____

If yes, will any guests be under the age of 21? Yes _____ No _____

Will there be entertainment of any kind? Yes _____ No _____

What is the nature of the entertainment? _____

Will there be valet parking? Yes _____ No _____

Name of Parking Company _____ Phone _____

Note: Please read the information below in its entirety before submitting the Application to Management

I acknowledge and agree on behalf of myself, my family, and my guests, that the use of the Top O' Topanga recreational and designated facilities and landscaped areas, located in Topanga, owned and operated by the Top O' Topanga Community Association, including but not limited to: the clubhouse, library, kitchen facilities, parking facilities, landscape area, ballroom, etc., involve potential risk of serious physical injury to a person undertaking these activities, or using these recreational facilities. I fully understand that athletic activity of any nature can be hazardous and may lead to injury to me or my guest, as well as damage to property.

I understand that by signing this form I, my family, and my guests, agree to assume the inherent risk(s) of any potential injury to which I/we voluntarily expose myself/ourselves by participation in recreational activities on or in the facilities of Top O' Topanga Community Association.

On behalf of myself, my family, and my guests, I release from liability and hold harmless, Top O' Topanga Community Association as a result of such activities, and waive any claims that I, or my family, or my guests, may otherwise have or acquire against Top O' Topanga Community Association, its officers and directors, agents, or employees, for any injury occurring to me, or my family or guests, or to my personal property, as a result of my

use of the Top O’ Topanga Community Association property, or my family’s or my guests’ participation in recreational activities on or in the facilities and grounds of Top O’ Topanga Community Association, located at Topanga, California.

I have read the policies and guidelines and this application in entirety. I accept the liability for damage to persons and properties admitted to facilities while the rental is reserved. I understand that in the event that I violate any of the regulations, or provide inaccurate information on my Rental Application, Top O’ Topanga Community Association reserves the right to cancel my event at any time, and deduct any fees incurred due to this violation from my deposit check.

Member’s Signature _____ **Date** _____

For Office Use Only

	Date Due	Date Received	Amount Paid	Date Returned
Deposit (refunded)	_____	_____	_____	_____
Use Fee	_____	_____	_____	_____
Guard Confirmation	_____	_____		
Insurance Certificate	_____	_____		

RECREATIONAL FACILITY RENTAL PROCEDURES AND POLICIES

We hope that you have a wonderful event and enjoy hosting it at the Top O’ Topanga. In order to ensure the safety and success of your event, we would like to stress the importance of the following policies. Failure to follow these policies may result in additional fees.

RESERVATIONS

- The Clubhouse may be rented by “Members” only of the Top O’ Topanga Community Association only. A “Member” may sponsor an event for a guest, however, fees for the event must be paid by the Member, and the Member must be in attendance at the actual event and assume full responsibility for the Sponsored Guest and their guests. Only those Members in good standing with the HOA may sponsor a Guest.
- Reservations may be made up to 90 days in advance, but no fewer than 48 hours in advance. Any conflicts in scheduling will be resolved by lottery.
- Event size limitation is 60 people for the library, and 225 people for the ballroom - due to fire code restrictions. No exceptions!
- Reservation may include the following areas: Clubhouse, Kitchen, Ballroom and/or Library (depending on what is approved by Management on the Application). Other facilities not approved on the Application may not be reserved.
- The Member must supply a written Certificate of Insurance and name the Top O’ Topanga Community Association as an additional insured for coverage on the date of the event and for any other time frame the Member will be utilizing the Clubhouse for set-up or clean-up. The policy holder must provide a minimum of \$500,000 in liability coverage and this amount must be stated on the Certificate of Insurance. The Insurance certificate must be turned into the TOT Office no later than 48-hours prior to the event **(caterers, if alcohol is sold, etc.)**.

- Tenants who are not TOT homeowners – and therefore not Members - and who wish to reserve facilities must have the property owner/Member complete and sign the Rental Application. All fees must then be paid by the property owner/Member – not the Tenant.
- Repetitive Events falling on the same day in consecutive weeks may not be booked in advance for more than three (3) consecutive weeks. For example, an event that would take place on a Monday could only be booked for three (3) Mondays in a row.
- In general, the Clubhouse is not intended to be a venue for professional or commercial solicitations; however, members may occasionally host private events—such as gift boutiques and yoga classes—for TOT residents. No activity or event for which the Clubhouse is reserved may be advertised or publicized to the public at large. The Board may decline use of the Clubhouse and/or facilities for any purpose it deems to be detrimental to or not in the best interest of the community. Any fees charged and/or collected by the organizer of the event must first be approved by the Board of Directors (approved 2019/10).
- The Top O’ Topanga Community Association reserves the right to cancel a function if any TOT policies are violated or inaccurate information is provided on the Rental Application. The Board of Directors may restrict the use of the facilities by Top O’ Topanga Members for violations of the Top O’ Topanga CC&Rs, rules and regulations, assessments, or for they or their guests’ deliberate abuse of any of the recreational facilities or common areas.
- **CLUBHOUSE KEYS MUST BE PICKED UP AT THE ONSITE OFFICE ONE TO TWO (2) DAYS PRIOR TO THE EVENT DURING REGULAR OFFICE HOURS, AND MUST BE RETURNED TO THE OFFICE WITHIN 48 HOURS AFTER THE EVENT.**

FEES

Rental fees are as follows:

	Ballroom	add Kitchen	add Library	Library Only
• Use Fee – Member Event	\$75.00	\$25.00	\$25.00	no charge
• Member Sponsored Event	\$1,000.00	\$100.00	\$100.00	\$200.00

- A signed Rental Application is required to confirm a room reservation rental for any of the TOT facilities listed above. In addition to the fees stated above, a refundable security deposit of \$300.00 is required for the Clubhouse Ballroom – as well as a **non-refundable** cleaning fee of \$250.00. Member use of the Library only is at no cost to Member – per the above Rental Fees List – and no security deposit or cleaning fee is assigned.
- Refunds of deposits are subject to cost(s) incurred for damage to facility and/or its contents, damage to recreational common areas by Members or guests, violation of any of the CC&Rs, Rules & Regulations, Assessments of Top O’ Topanga Community Association. There shall be a \$25.00 fee if the air condition or heating unit is not turned off at the completion of the event and is left on after the conclusion of the rental of the Clubhouse facility.
- Should any damage occur to the facility, the Association’s ability to recover additional damages from the owner will not be limited to these deposit amounts. The Association reserves the right to hold a hearing and thereafter assess an owner for damage to the common area Clubhouse facility for any additional damage about and beyond those amounts covered by the deposit fees.
- Deposit checks will be returned by mail during the week following the event provided all policies have been followed.
- Rental, cleaning and deposits fees are payable to Top O’ Topanga Community Association, by **Member** check only.

- Rental fees are due 30 days prior to the event. Refunds will not be issued for cancellations within the 30-day period, unless the facility is then rented by another Member for the same day.

ALCOHOL REQUIREMENTS

Serving of alcohol at the clubhouse event is permitted when use is specified in advance and the following requirements are met.

- In accordance with the law in the State of California, no one under the age of twenty-one (21) shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the rental function, no minors are to be present without parental permission. The Member renting the facility is responsible for any and all conduct of anyone consuming alcoholic beverages – and/or any other individuals (adults or children) on the premises while alcoholic beverages are being served.
- Hiring of a Top O' Topanga approved security guard is required when alcohol is served. A copy of the security contract must be submitted with the application.

EVENT INFORMATION

- Portable barbecue, tiki torches or propane devices are not permitted in the Clubhouse and/or anywhere within the TOT community facilities or on the TOT grounds.
- Use of additional equipment such as microwaves, hot dog cookers, popcorn carts, recreation bouncers must be approved, at the discretion of the Board of Directors or management, sixty days in advance of the event - and may (depending on circumstances) require an insurance rider.
- Music is permitted during Clubhouse events. However, the music must originate from inside the Clubhouse and must be turned down in volume by 10:00 p.m. so that it cannot be heard outside the Clubhouse. Doors to the Clubhouse must be kept closed at all times during the event.
- All events must end by 12:00 midnight on weekends or holidays, and 10:00 p.m. on week nights - with a 30 minute time period permitted for clean-up.
- For safety reasons, propping open of the entry doors and gates is NOT permitted at any time. Members must have their access key available with them the day of the event and will be responsible for assigning a person to be at the entry location throughout the duration of the event in order to allow guests to enter and exit the facility.
- Children must be monitored at all times during your rental period. It is essential that those renting the facilities be aware of the various water elements that surround the Clubhouse and facilities (i.e. fountain/hot-tub/swimming pool) – and be aware that there is never a lifeguard on duty in the pool area.
- Guests must leave at the close of the event. Guests are not permitted to remain in the facility after the event without the Top O' Topanga Sponsoring Member present.
- The Member and/or approved Guest who is renting shall arrange for all equipment deliveries and pick-ups the day of the event. Any rental furniture must be removed by 9:00 a.m. the day following the event. Any request for a variance to this policy must be submitted in writing to the Board at least a week in advance for consideration and approval. The Association will not be responsible for items left in the Clubhouse at the conclusion of the event.
- No "exit doors" are to be blocked at any time with tables, chairs, etc.

- The renter is responsible for clean up which includes, but is not limited to, vacuum, clean restrooms, wipe down of tables and counters, clean kitchen area, removal of all food from refrigerator, removal of trash, decorations, balloons, etc. Any cleanup necessary will be charged to the Member.
- Trash shall be placed in the appropriate dumpsters located in the facility trash enclosure. There is a dumpster for “recycling” and a separate dumpster for “trash.” Any trash or debris left in the Clubhouse or in trash cans inside the facility may be subject to a fine.
- Member is responsible for securing all doors and windows prior to leaving the facility.
- The TOT swimming pool and hot-tub are NOT a part of the rental. Use of the pool area is prohibited as part of the rental. No food, decorations, tables, chairs, party paraphernalia, etc. is to occupy the grounds in or near the pool or hot-tub areas, and no food or drink is to be served in those areas at any time.

PARKING REQUIREMENTS

- Events that will require parking for more than two (2) cars MUST hire a valet parking service or shuttle service.
- The parking area has two (2) parking spaces only designated for the renter. Overflow parking must be offsite. Any cars in violation of the parking requirements will be towed without notice.
- Residential streets may not be used for parking or blocked in any manner. Any cars in violation of this parking requirement will be towed without notice.
- All catering and service vehicles must be parked off-site except and are only permitted on premises for short periods of time during delivery and pick-up.

Please note that events that are being held as an Association Event for all Members will be given priority scheduling over private events by a Member and/or a Sponsored Guest.

The Board of Directors reserves the right to change any and all policies, procedures and fees without prior notice.

I HEREBY AGREE TO COMPLY WITH ALL TERMS AS NOTED ABOVE.

Name of Community Member

Signature of Community Member

Date

Top O' Topanga
 3360 North Topanga Canyon Blvd
 Topanga, CA 90290
 Office: 818-346-9252 Fax: 818-712-8044
totonsiteoffice@gmail.com

Clubhouse Inventory

We hope you have a wonderful event and enjoy hosting it at Top O' Topanga. Inventory is part of the clubhouse rental. The following is the current inventory:

BALLROOM:

Vinyl Covered Chairs.....	73
Fiber Glass Chair	37
Fiberglass Black Chairs (non-stacking).....	36
Large Chairs	4
Rolling Cart	1
Total	151

Banquet Tables (Black)	11
Banquet Tables (Brown)	2
Total	13

Round Tables..... 5

LIBRARY:

Piano	1
Piano Bench.....	1
Ping Pong Table with Cover	1
Pool Sticks/cues	
Blue Lounge Chairs	4
Small Tables.....	1
Large Wooden Table	1
Visio Television.....	1
Stainless Steel Towel Dispensers.....	3
Soap Dispensers	3

KITCHEN:

Coffee Pots	2
Dishes/Cups/Silverware/Containers	

Client is required to account for all inventory. Management accounts for all inventory prior and after your event. The Association reserves the right to hold a hearing and thereafter assess an owner for damage or missing inventory. You are encouraged to perform your own inventory count. If there is a discrepancy, please notify management prior to the receipt of the keys to the clubhouse.

Community Member Signature

Date_____

HOA Representative

Date_____