

The Windward Village Clubhouse

3595 Santa Fe Avenue, Long Beach, CA 90810

Application for Private Party Reservation of the Clubhouse

Use of the recreational and other facilities by current Windward Village Residents and their guest is a privilege, not a Right, and may be revoked if Resident and or guest abuse privilege by failing to act reasonable and in accordance with these rules and Regulations. The use of the Clubhouse is for Windward Village residents only and their guest for Birthday, Baby Showers and other special occasions. Under any circumstances the Clubhouse may not be used for Church Service or Political Organizations.

Application for Private Party Reservation of the Clubhouse

1. This application must be submitted to the Park Office at least 2 weeks before the desired date of the Party. Maximum of 80 guests allowed.
 - A deposit of two separate \$50.00 check(s) or money order(s) total \$100.00 will be required at the time the reservation is submitted.
 - (Money Order or Checks payable to: Windward Village HOA.
 - There will be \$50.00 non-refundable fee for the rental of the Hall and, if there are no damages and clean-up is acceptable to management, \$50.00 will be refunded. If food or drinks spilled on the carpet deposit will be forfeited.
 - If you fail to leave the clubhouse in the same condition as when you arrived you will forfeit partial or entire deposit.
 - ABSOLUTLY NO TAPE ON THE WALLS, NO EXCEPTIONS (If found deposit will be forfeited)
2. A non-refundable fee of \$25.00 is required if a jumper or water slide is present at your event.
3. If the resident is not present the entire time of the event, your deposit will be forfeited and you will lose privileges to reserve the Clubhouse in the future.

Clubhouse Use during Private Parties

1. The reserved areas included large hall, kitchen, lounge, restrooms. The library, swimming pool, Jacuzzi, basketball and tennis courts, billiard room and other recreational areas are not included.
2. FOOD or BEVERAGES are *Not* permitted on the carpeted area.
3. Party Guests are *Not* permitted in the pool area, billiard room, library, and basketball and tennis courts. Your guest must remain in the clubhouse at all times.
4. All trash must be taken to the dumpster outside the clubhouse near the Jacuzzi.

5. Park Residents ONLY will have access to the Clubhouse (restrooms, Library, Ballard room, etc.) and to pool and Jacuzzi and laundry area during the party.
6. Remove all tape from the walls when removing decoration. DO NOT USE foam back picture hooks. If tape or holes are found after you event your deposit will be forfeited.

Time Limit on Private Party

1. The time span allotted for your party shall not exceed Six (6) hours, including set-up and clean-up. The party and clean-up must be over by 6:00 pm. Your deposit will be forfeited if party exceeds Six (6) hours.

Cleanup

Must provide own trash bags

Must sweep / mop all floors Clubhouse and Kitchen floor

(Clubhouse / Pool monitor will provide mop on request)

2. Recreation Club Events shall have priority over any parties unless prior reservations has been made and approved by Recreation Club and Park Management. Recreation Club Events shall have priority over any parties unless prior reservations approved by Recreation Club and Park Management.

Security during Private Parties

1. A licensed, uniformed guard is to be provided by the applicant for the following number of guest:
 - One (1) guard required for a party of 40 – 50 persons
 - Two (2) guards required for a party of 50 - 60 persons
 - Three (3) guard required for a party of 60 – 80 persons
2. Guards hired by the resident must be approved by Park Management at least three (3) days prior to your party.

Guest List

1. A list of your guest names must be submitted to Park Management no later than three (3) days prior to your party date and should be taken to Park Office during regular office hours. This will allow the Gate Security to issue a parking permit to guest on submitted party list.

Parking for Private Parties

1. Instruct your parking assistant to park cars on WINDWARD Drive first, if additional parking is needed your guest may park around the clubhouse. (Let's be considerate, Residents living near the clubhouse their guest need to park also during your event.)
2. Guests may park on the main entry road (Windward Drive) in the posted Visitor Parking Areas around the Clubhouse. In case there are an excess number of vehicles, the guards you hire will direct any overflow as necessary.

Applicant's Name: _____ Space No: _____

Phone No: _____ Type of Party: _____

For: _____ Relationship: _____

Day of Party: _____ Date: _____

From: _____ To: _____ Number of Guest: _____

Date Submitted: _____

I hereby accept full responsibility and liability for the action of my invited guests and for any damage to Park Property. I also agree to abide by all the rules set forth for hosting this party.

Applicant's Signature: _____

Management Approval: _____

Approved: _____ Dis-Approved: _____

If approved, remember your deposit will only be refunded after inspection. This includes sweeping and wet mopping the floor, as required. Bring your own trash bags. You can dispose of trash bags in the dumpster on the Harbor Street side of Clubhouse. Should it be necessary that we have to clean up after your event your deposit will be forfeited

Your Guest must remain in the clubhouse. Make sure that your guests know the limitations set forth in the rules – YOU are responsible. If a Security Guard(s) is required, you may contact the Park Office for assistance, if you hire the guard(s) yourself, the Park Management must approve your choice and you must advise us that this has been done when you submit your guest list.

Remember: ALCOHOLIC BEVERAGES are NOT permitted during your Event