



McKinley Village  
EAST SACRAMENTO

## CLUBHOUSE FACILITIES RESERVATION AGREEMENT

Thank you for your interest in renting The McKinley Village Clubhouse. You must be a McKinley Village Owner in good standing to apply. **Business-related events are not permitted.** It is recommended that this agreement and all deposits, payments and insurance arrangements be made as early as possible to confirm your reservation. Reservations confirmed less than fourteen (14) days prior to the date of the event may not be accommodated. Reservation forms shall be mailed with payment and proof of insurance to [mckinleyvillage@landmarklimited.net](mailto:mckinleyvillage@landmarklimited.net) or mail to: Landmark Limited, 1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661

### MEMBER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

### EVENT INFORMATION

Date Requested: \_\_\_\_\_ Number of Expected Guests: \_\_\_\_\_

**\*\*The BBQ Area is not included for any private reservations. \*\*Pool Parties are NOT Permitted.**

Event Check-In Time: (including set-up) \_\_\_\_\_

Event End Time: (after clean-up) \_\_\_\_\_

Type of Event: (e.g. birthday party, babyshower, etc.) \_\_\_\_\_

Description of Amplified Music: (if any) \_\_\_\_\_

Special Equipment: (e.g. furniture, tents, food vendor, etc.) \_\_\_\_\_

Decorations (if any): \_\_\_\_\_

List of Vendors providing services at the event: \_\_\_\_\_

Professionally managed by:

Landmark Limited Group of Companies, Inc.

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## FEE AND DEPOSIT SCHEDULE

\$300.00 Fee (8 hours), \$150.00 Fee (4 hours) and \$1,000.00 Security Deposit. Two (2) separate checks are required for the Security Deposit and fee. Both checks can be made payable to: The McKinley Village Community Association. Event Insurance is also required, please see page 2-3 for details of required coverage. **ALL ITEMS ARE DUE (1) WEEK IN ADVANCE TO YOUR EVENT.** The security deposit will be returned within fourteen (14) days after the event unless inadequate cleanliness and or incidental damages are found. Cleaning and Damage fees will be assessed and deducted from the security deposit. Clean-up includes wiping clean all tables and chairs, bagging of all trash, removal of all personal items and securing all doors to The Clubhouse. The McKinley Village Community Association reserves the right to increase the deposit if heavy equipment, furniture, decorations, etc. are going to be used during the event.

## AGREEMENT – THE CLUBHOUSE RESERVATION FORM AND AGREEMENT

I, \_\_\_\_\_ (“Member”), agree to the following:

Member hereby waives, release’s and discharges The McKinley Village Community Association (“Member Association”), its directors, officers, employees and agents for any damage to or loss of any property or injury to or death of any person or persons, resulting from or arising in connection with the use of the Association’s facilities by Member and Member’s family and guests.

Member agrees to indemnify, defend and hold Association, its directors, officers and agents harmless from and against any and all claims, demands or liability for any damage, loss, injury, or death, and any and all costs and expenses incurred by Association in connection with the use of Association’s recreation facilities by Member and Member’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Member agrees to pay Association in full and promptly upon demand for any loss of and damage to Association’s property caused by, or arising out of the use of Association’s recreation facilities by Member and Member’s family and guests. Member shall submit to Association a security deposit and fee with this Reservation Form. The security deposit may be returned to Member fourteen (14) days after the event. However, if homeowner is found not to have attended and supervised the event, including check-in and check-out procedures, or if facility furniture is not positioned in the exact locations in which it was when the facility was inspected by Member, deposit will be forfeited and reservation privileges suspended for up to one (1) year. If damage is caused to the reserved facility or its appliances or furniture, the cost to repair the damage will be deducted from the deposit.

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Member will be responsible to reimburse Association for any cost related to cleaning or to repair damage or to conduct facility restoration.

Member shall submit a reservation fee with this Reservation Form, and certificate of insurance as described below, to guarantee the requested reservation date. Cancellation of events, if received in writing by management at least thirty (30) days prior to the event, will result in a full refund of the reservation fee and security deposit. Cancellations received less than thirty (30) days prior to the event will result in no refund of the reservation fee. Reservations will not be accepted more than one (1) year in advance of the event date, and unconfirmed reservations may be removed from the reservations calendar at the discretion of Management. Fees and deposits are subject to change. If changed prior to your event date, Member shall be responsible to pay the new fee/deposit.

Upon reservation of the facilities, Member must supply proof of endorsement with a general liability provision of at least one million dollars (\$1,000,000) which names The McKinley Village Community Association and The Manor Association Inc. as additional insured on the date of the event and for all times that the facilities will be rented by Member. The Member's insurance shall be primary and noncontributory (See Exhibit A.)

## EXHIBIT A

### ADDITIONAL INSURANCE REQUIREMENT FOR USE OF THE CLUBHOUSE

Upon reservation of the facilities, the Member must supply proof of endorsement with a general liability provision of at least one million dollars (**\$1,000,000**) which names **The McKinley Village Community Association at 3340 McKinley Village Way, Sacramento, CA 95618** and **Landmark Limited Group of Companies, Inc. at 1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661** as additional insured on the date of the event and for all times that the facilities will be reserved by member. The Member's insurance shall be primary and noncontributory.

#### **NAME(S) OF ADDITIONAL INSURED:**

The McKinley Village Community Association  
3340 McKinley Village Way  
Sacramento, CA 95816

#### **AND**

Landmark Limited Group of Companies, Inc.  
1731 E. Roseville Pkwy. Suite 100  
Roseville, CA 95661

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## **COVERAGE**

A General Liability provision of \$1,000,000.00 naming the above parties as additional insured. The address of the facility is: **3340 McKinley Village Way. Sacramento, CA 95816**

Your homeowner's insurance representative should be able to facilitate this change to your existing policy. If not, you must purchase special event insurance to provide the required coverage.

**THE RESERVATION IS NOT COMPLETE IF THE INSURANCE CERTIFICATE IS RECEIVED.**

### RECREATION FACILITIES RESERVATION FORM AND AGREEMENT (CONTINUED)

Member has exclusive use only for facilities in which a non-refundable reservation fee applies for the duration of the reservation. Association will not reserve the facilities for more than one event for a given time; however, Member acknowledges that the Association is not granting Member exclusive use of the recreation facilities (Gym) in which a non-refundable reservation fee does not apply for Member's event (i.e., other Members may use the recreation facilities (Gym) during the Member's event). Member agrees to exercise control over Member's event and guests such that other Member's using the facilities are not inconvenienced or disrupted.

Member agrees that The Clubhouse will not be used for commercial or fundraising purposes without the prior written consent of the Association's Board of Directors. Member agrees that the recreation facilities will be utilized for Member's benefit, or for the benefit of an immediate family member of Member, and that Member must be present at all times during the event. Violation of this and/ or any of the Rules and Regulations of The McKinley Village Community Association may result in the loss of security deposit and the potential future suspension of reservation privileges. If necessary, the Association reserves the right to hold a hearing and thereafter assess an Owner for damage to the common area or non-compliance of the Rules & Regulations. Member also agrees to pay all of Association's attorney fees in the event of a dispute over this Reservation Agreement.

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Live bands/DJs may play indoors, with the doors closed, until 10:00PM. Excessive noise may result in the loss of facilities privileges.

Members who have made reservations for an event hereby acknowledge and agree to abide by the rules as shown in this reservation packet as “Rules and Regulations.”

### **Other Important Information:**

**Your clubhouse reservation does NOT include use of the Pool & Spa area. Pool parties are NOT permitted. Reservations are specific to the main Clubhouse Room only. BBQ Area is to be left available to the Community, first come-first serve.**

Please include an equipment list and conceptual drawing of the décor you plan to include.

Date: \_\_\_\_\_ Member Signature: \_\_\_\_\_

Date: \_\_\_\_\_ HOA Representative: \_\_\_\_\_

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## **Kitchen Includes:**

- Refrigerator & Freezer
- Sink
- Dishwasher
- Cupboards & dry storage
- Food service/prep area
- Gas oven and range
- Microwave oven

## **Other Amenities Include:**

- Pool table and shuffle board
- Two large couches (seats 4-8)
- Flat screen television
- Sound system

## **Clean Up Policy:**

**Members are required to perform their own clean up after the event**, which includes;

- A) Cleaning of all kitchen surfaces; stove, oven, counter tops and refrigerator must left empty.
- B) Ensuring all furniture and venue décor is placed in its original location.
- C) Bagging all trash to be left in designated area. (bags sealed & left in side lounge area near kitchen.

**Removal of three (3) standard kitchen size bags is included within the reservation fee provided all trash is contained in those bags and bags are not leaking liquids.** Excess trash disposal may be deducted from the security deposit as follows:

- Four or more bags or boxed debris will be charged at a rate of \$10.00 Per Bag.

**If you have any further questions about the clubhouse or your reservation, please call (916) 746-0011. Thank you!**

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