

# Villas of Almaden Owners Association

## APPLICATION FOR PERSONAL CLUBHOUSE FUNCTION RESERVATION REQUEST AND DEPOSIT FORM

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Name of owner:

Address:

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If reserved by owner for renter and/or lessee, please print name of renter/lessee:

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Phone:

Email address:

Date of function: \_\_\_\_\_

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Number of Guests:

Hours: From:

To:

Type of event:

I acknowledge receiving and reading a copy of the Villas of Almaden "Rules for Use of Common Area Facilities" and will abide by them completely. I promise to be fully responsible for the function above. I pledge that the Clubhouse will be left in a clean state and not needing any repair as determined by inspections by members of the Clubhouse Committee made immediately before and after the function. The Function Host will contact the designated Clubhouse Committee members to determine the date and time of these inspections. I understand that the Clubhouse is not a public facility and is intended solely for the personal use of owners, renters and/or lessees and their guests.

Included with this reservation are my two (2) checks made out to **Villas of Almaden Owners Association**:

1. \$200 non-refundable booking/rental fee with the kitchen, or \$100 without the kitchen.
2. \$325 damage deposit fee, to be returned if the post event Clubhouse inspection verifies it clean and damage free.

I understand that all persons involved will agree to hold the Villas of Almaden Owners Association harmless of any liability whatsoever in their use of the Clubhouse and the surrounding common property.

**OWNER SIGNATURE**

**DATE SIGNED**

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### **APPROVAL BY THE VILLAS OF ALMADEN OWNERS ASSOCIATION**

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Clubhouse Committee Member

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Date/Time of Inspection

#### Important Notes:

1. **Carpet:** vacuum thoroughly. Cleaning instructions are in the Bar Closet for wine spills. For soil spots please use the carpet cleaner under the kitchen sink. Remember to replace all cleaners as you will be charged if they are missing.
2. **Tile Floor:** use only clean water and the industrial mop and bucket provided.
3. **Kitchen and Bar:** Refrigerator, ovens, counters, floors, cabinets and dishwasher should be checked, cleaned and restored to their original condition.
4. **Food should not be served or carried upstairs in the game room**
5. **Furniture** should be returned to the layout indicated in the diagram in the closet
6. **All garbage** should be removed from the facility including the restroom wastepaper basket
7. Ensure **parking rules** are adhered to. Parking on the streets of the Villas is not permitted.
8. The Clubhouse may be used from 8:30 AM until 11:00 PM Sunday through Thursday, and from 8:30 AM until Midnight on Friday and Saturday. It should be noted that functions must end, guests must leave, all lights must be turned off, and windows and doors must be locked by the stated closing time.