

# Westlake Villages Recreation Center Association

## EVENT CENTER RESERVATION AGREEMENT

Thank you for your interest in renting The Event Center at Westlake Villages Recreation Center Association. **Please submit this agreement, deposit, payment, and proof of event insurance as early as possible to secure your reservation. Reservations not secured fourteen (14) days prior to the date of the event will have the hold released and the date and time opened up to other residents.** Reservation forms may be dropped off or mailed with payment and proof of insurance to: Event Center Reservations c/o Landmark Limited, 1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661.

### USER INFORMATION

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

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

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

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

### EVENT INFORMATION

Date Requested: \_\_\_\_\_

Number of Expected Guests: \_\_\_\_\_

#### **Facility (check all that apply):**

**Main Room Event Center (includes adjacent patio)**

**Lounge**

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: \_\_\_\_\_

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Landmark Limited Group, Inc.

1731 E. Roseville Pkwy, Suite 100, Roseville, CA 95661

Office 916-746-0011

Rental terms effective 7/1/25

## FEE AND DEPOSIT SCHEDULE

The cost to reserve the Main Room is \$500.00 (4 hours of use) or \$1,000.00 (8 hours of use) (“Reservation Fee”). **Please note if you are not checked out by your reserved end time, a penalty fee will be withheld from your security deposit of \$125 per half hour.**

The cost to reserve the Lounge is \$300.00 (4 hours of use) or \$600.00 (8 hours of use) (“Reservation Fee”). **Please note if you are not checked out by your reserved end time, a penalty fee will be withheld from your security deposit of \$75 per half hour.**

A deposit of \$1,000 (“Security Deposit”) is required for all reservations, regardless of the number of Facilities reserved. Two(2) separate checks are required for the Security Deposit and Reservation Fee. Both checks must be made payable to: Westlake Villages Recreation Center Association. Event Insurance is also required as outlined in Exhibit A. **ALL ITEMS ARE DUE NO LESS THAN TWO (2) WEEKS IN ADVANCE OF YOUR EVENT. RESERVATIONS ARE NOT GUARANTEED UNTIL ALL ITEMS ARE RECEIVED.** The Security Deposit will be returned within fourteen (14) days after the event unless damages, or inadequate cleanliness 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 and removing of all trash, removal of all personal items and securing all doors to the Event Center. The Westlake Village Recreation Center Association reserves the right to increase the Security Deposit if heavy equipment, furniture, decorations, etc. are going to be used during the event.

## AGREEMENT – THE CLUBHOUSE RESERVATION FORM AND AGREEMENT

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

User hereby waives, releases, and discharges Westlake Villages Recreation Center Association (“Association”), its directors, officers, employees, and agents (collectively, “Released Parties”) 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 User and User’s family and guests.

User agrees to indemnify, defend and hold Released Parties 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 User and User’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). User 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 User and User’s family and guests.

User shall submit to Association the Security Deposit and Reservation Fee with this Reservation Agreement. The Security Deposit may be returned to Member fourteen (14) days after the event. However, if User is found not to have attended and supervised the entire event, including check-in and check-out procedures, or if furniture is not positioned in the exact locations in which it was when the facility was made available to User, Security Deposit will be forfeited and reservation privileges suspended for up to one (1) year. If damage is caused to the Facility or its appliances or furniture, the cost to repair the damage will be deducted from the Security Deposit. User will be responsible to

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reimburse Association for any cost related to cleaning, repair damage, or to conduct facility restoration.

User shall submit a certificate of insurance as described in Exhibit A to guarantee the requested reservation date. Cancellation of events, if received in writing by Association at least seven (7) days prior to the event, will result in a full refund of the Reservation Fee and Security Deposit. Cancellations received less than seven (7) days prior to the event will result in no refund of the Reservation Fee. Reservations will not be accepted more than six (6) months in advance of the event date, and unconfirmed reservations may be removed from the reservations calendar at the discretion of Association. Reservation Fees and Security Deposits are subject to change. If changed prior to your event date, User shall be responsible to pay the new Reservation Fee and Security Deposit.

User has exclusive use only for the duration of the reservation and only for facilities in which a non-refundable Reservation Fee has been paid. Association may reserve the Main Room or Lounge for more than one event for a given time; however, the User acknowledges that the Association is not granting User exclusive use of areas not reserved (i.e., other Users may use the recreation facilities (pool, kids pool, shade pavilions at pool, etc.) during the User's event). User agrees to exercise control over User's event and guests such that other User's using the facilities are not inconvenienced or disrupted.

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

Live bands/DJs may play, with prior written consent, until 9:30 PM if allowed by the City of Stockton. Excessive noise may result in the loss of facilities privileges.

Users who have made reservations for an event hereby acknowledge and agree to abide by the rules as noted in this reservation packet.

### **Clean Up Policy:**

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

- A) Cleaning of all kitchen, rental room, hallways, and restroom surfaces; counter tops, floors, tables and chairs. Refrigerator/freezer/microwave must be left empty and clean.
- B) Ensuring all furniture and venue décor is placed in its original location.
- C) Bag and throw all trash in outside dumpsters.

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**Other Important Information:**

**Your reservation does NOT allow access to the pools or gym. Reservations are specific to the Main Room, and/or Lounge as specified in rental above.**

Please include an equipment list and conceptual drawing of the décor you plan to include with your Reservation Agreement.

**Main Room includes: (Max Capacity 137)**

- Refrigerator & Freezer
- Sink
- Dishwasher
- Cupboards & dry storage
- Food service/prep area
- Adjacent enclosed patio
- Tables(11) and chairs for eighty-eight people(88)

**Lounge includes: (Max Capacity 52)**

- Beverage Refrigerator
- Furniture

**BY SIGNING THIS AGREEMENT, I AGREE TO ABIDE BY THE TERMS AND CONDITIONS STATED WITHIN.**

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

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

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EXHIBIT A

ADDITIONAL INSURANCE REQUIREMENT FOR USE OF THE CLUBHOUSE

Upon reservation of the facilities, Member must supply proof of insurance coverage with a general liability provision of at least one million dollars (**\$1,000,000**) which names **Westlake Villages Recreation Center Association** and **Landmark Limited Group, Inc.** as additional insured on the date of the event and for all times that the facilities will be reserved by User. The User's insurance shall be primary and noncontributory.

**NAMES OF ADDITIONAL INSURED:**

Westlake Villages Recreation Center Association,  
and  
Landmark Limited Group, Inc.

The address of the facility is: **7610 Westlake Drive, Stockton, CA**

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.

**YOUR RESERVATION IS NOT COMPLETE UNTIL A VALID INSURANCE CERTIFICATE IS RECEIVED.**

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