

# Whitney Ranch

## Community Association

### Rental Guidelines

#### **Rental Rules:**

- The reservation of any of The Ranch House facility areas is restricted to Whitney Ranch Community Association (hereafter referred to as the Community Association) residents for personal use only. Use of the facilities other than by Whitney Ranch residents is not permitted.
- Rentals may be booked up to 6 months in advance (with the exception of weddings which can be booked up to a year in advance) and no later than 3 weeks before event date.
- The Resident must be present throughout the entire event and for set up/clean up.
- Facilities may not be reserved by residents who have an active violation of the Community Guidelines or are delinquent in the payment of assessments at the time of the reservation request.
- The reservation of these facilities does not include pools, gym or common areas by attendees of the event.
- Homeowners may rent the facility at a maximum of three times per quarter with the exception of political events per California State Law. (This includes all resident and standard rentals)
- At this time, only the Ballroom, Lounge, and Activity Room are available to rent. We are currently not accepting Upper Facility Rentals.
- **Rentals may only begin after 11:00am.**
- The total number of guests may not exceed maximum occupancies. (enclosed)
- Residents must notify the Community Association if alcohol is to be served at any event. The Community Association security personnel will have the authority to shut down a party in the event of any policy violations. No alcohol may be sold on the Community Association property. If catering company serves alcohol, proof of ABC license is required. (Please see Alcohol Requirements page 3.)
- Reservation dates may be blocked out due to Community Association events, which serve the entire community and take priority over individual resident use.
- Smoking is NOT allowed on The Ranch House property. This includes all common areas, paved areas, planted areas, parking areas, etc.
- Rented areas cannot be used for personal financial gain or commercial activity.
- Outside cooking devices are only allowed when operated by an insured third-party company (i.e. a caterer or food truck). The vendor must provide proof of insurance including general liability in the amount of \$2,000,000 and automobile insurance in the amount of \$1,000,000. Such cooking devices may only use propane and may only be used in the exterior parking area.
- The Community Association is not responsible for personal items that may be lost or stolen.

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#### **Payment/Refunds:**

- All payment and required documents must be submitted **at the time of booking**. The rental fee, deposit, and security guard fee (if applicable) will be run immediately.
- All payment and insurance must be in the name of the Resident. The Ranch House accepts all major credit cards, personal checks or cashier checks. The Ranch House **does not accept cash payment**.
- A refundable deposit for cleaning, damage and/or contract violations is required. This deposit may be used for any repairs, cleaning, contract violation or additional costs incurred by the Community Association due to the use of the rooms and/or facility. If damages exceed the amount of the deposit, payment is due immediately to the Community Association. If the rooms and/or facility are returned in the same condition as they were in when rented and terms of the contract were not violated, the deposit will be fully refunded to the Resident.
- The Community Association reserves the right to keep the rental fee if event is cancelled with less than 3 weeks' notice.

#### **Clean Up:**

- Premises must be entirely cleaned up and vacated no later than 12 a.m.
- Inventory Checklist for Event Pre & Post Walk-through
  - Tables clean and undamaged
  - Walls clean and undamaged (all tape, etc. removed)
  - Remove all personal belongings & added decorations, ceilings clear of balloons and strings
  - Chairs and tables stored correctly
  - Furniture in proper location
  - Restrooms (empty trash and clear of debris)
  - Kitchen sink and dishwasher clean
  - Kitchen trash cans empty
  - All trash removed and put in dumpster
  - Patio area adjacent to room rented cleaned and clear
  - A/V equipment check – TV working & undamaged, PA system working & undamaged, DVD Player or slide projector/screen working and undamaged

#### **Decorations/Entertainment:**

- All decorations used during the use of any of the rooms must be removed from doors, windows, etc. All tape used to hang decorations must also be removed and under no circumstances are decorations to be attached to the interior or exterior walls using push pins, staples, etc.
- **No tinsel, glitter, confetti, rice or sand may be used in any part of the Association facilities.**
- Furniture must not be removed from the interior of The Ranch House. Homeowner must inform Ranch House Staff before moving any furniture. Furniture is to be returned to the original location.
- All music and other noise must be turned down at 10:00pm (so it is not audible from outside the room), completely off at 11:00pm.
- Dance floor and music (DJ, band, sound system, etc.) must be located inside the Ballroom or Lounge. Dance floors and amplification are not permitted outside of The Ranch House. (Association sponsored events are exempt from this guideline.)

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- Resident must arrange for all deliveries the same day that their event is scheduled. Pick up must be made by the end of your rental period per the rental contract and no later than 12:00am (midnight) unless other arrangements are made with the Event Manager. The Community Association is NOT responsible for items left after this time.
- Open flames are not permitted at any time anywhere on The Ranch House (i.e. candles, tiki torches, tea lights, sparklers, etc.) except for birthday and wedding unity candles.
- The use of fun jumps, jump houses or the like is not permitted with the exception of Association sponsored events.

## Alcohol Requirements:

- Serving of alcohol at any event held at the Ranch House facilities is permitted when use is requested in advance and the following requirements are met:
  - \$500,000 rider on the homeowner's personal liability insurance policy naming the **Whitney Ranch Community Association and FirstService Residential as additionally insured** is required to serve alcohol. Proof of this rider is required the day of booking
  - In accordance with California State Law, no one under the age of 21 shall be served an alcoholic beverage while on the premises. If alcoholic beverages are served at the event, no minors are to be present without a consenting parent or guardian. **NO ALCOHOL MAY BE SOLD ON ASSOCIATION PREMISES**, including no-host bars.
  - If catering service is used and cater is serving alcohol, they must furnish a copy of the required Alcoholic Beverage Control license.
  - Any abuse of alcohol privileges may result in immediate termination of the function.
  - A security guard must be hired to facilitate the supervision of adherence of the California State Law requirements and Whitney Ranch Community Association rules and procedures. The Association will retain the security company services on behalf of the owner for the event. There is a 4-hour minimum for security services and the guard must be present the entire time alcohol is being served/consumed. The owner must **specify the times for security services at the time of booking as well as leave payment for the service.**
  - A security guard is required the entire time alcohol is consumed, and no serving of alcohol is permitted after the security guard has left.

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<b>Rooms</b>	<b>Ballroom</b>	<b>Lounge</b>
<b>Capacity</b>	296/150 seated	80
<b>Amenities:</b>		
72" Round Tables (18)	x	
6' Rectangular Tables (6)	x	(2) x
4' Rectangular Tables (4)	x	
Pub Tables (6)	x	
Wooden Chairs (180)	x	
Plastic Chairs (30)		
Kitchen	x	x
Dishes		(Place settings for 40) x
Heaters	x	x
Fireplace		x
Patio	x	x
BBQ	x	x
AV Equipment	x	x
Alcohol *See Alcohol Policy	x	x
Sound System	x	x
Hours of Rental	Up to <u>13 hrs</u> (11am-12am)	Up to <u>13 hrs</u> (11am-12am)
Rental Rate	\$500.00	\$300.00
Rental Deposit	\$1,000.00	\$500.00

***\*At this time, only the Ballroom and Lounge are available to rent.  
We are currently not accepting Upper Facility Rentals.***