

# NEWPORT HILLS COMMUNITY ASSOCIATION

## ROOM DESCRIPTION EQUIPMENT AND FEE STRUCTURE

Eff. 4/1/25

**GREAT ROOM & KITCHEN**    **Regular Use:**    **Monday – Thursday: \$300**    **Friday - Sunday: \$400**  
**See Commercial Use application for additional fees for all rooms, if applicable.**

**Capacity:** Gatherings of up to 112 persons.

**Hours:** All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup and rental pick-ups ending prior to midnight. All rental deliveries and pick-ups must be made during the rental window.

**Great Room Description:** Largest room inside Clubhouse. Key FOB access to the Great Room is through the door to the Board Room. If the Board Room is not also reserved, please close partitions to permit its separate usage.

**Kitchen Description:** Full catering kitchen, inclusive of microwave, refrigerator, freezer, stove, and oven.

**Amplification:** Must be contained inside room, end no later than 10:00 p.m. and at all times must be respectful to neighbors.

**Alcohol:** See attachment.

**Cleaning Great Room:** Wood floor is real wood and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills. Mops & cleaning supplies are stored in the closet.

**Cleaning Kitchen:** Wipe down all counter tops with cleaner located under the sink. Sweep and mop the stone floors. Clean out the refrigerator and freezer.

**Equipment:** SONOS Stereo System with wireless microphone, located in the equipment box in the storage room. 2- 50" TV's, 10- 72" Round Tables & 100 Wooden Chairs

**WIFI Access:** Username- Newport Hills; Password-killerwhales

**ACTIVITY ROOM**    **Regular Use Fee: \$75**

**Capacity:** Gatherings of up to 45 persons.

**Hours:** All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup and rental pick-ups ending prior to midnight. All rental deliveries and pick-ups must be made during the rental window.

**Description:** The Activity Room is situated on the right side of the breezeway with key FOB access from the door entering from the pool area. The Activity Room is primarily reserved for children's groups, meetings, birthday parties, and exercise classes.

**Amplification:** Must be contained inside room, end no later than 10:00 p.m. and at all times must be respectful to neighbors.

**Alcohol:** Please see attachment.

**Cleaning:** Wood floor is laminate and needs to be vacuumed or wiped clean with a lightly dampened cloth. Do not use excess water, and immediately clean up any liquid spills. Wipe down all counters and table tops.

**Equipment:** Stereo system via headphone jack plug in. **10 Rectangular (6ft) Tables & 24 Plastic Chairs.** The furniture in the activity room must remain inside the clubhouse and cannot be used in the park area or on the pool deck.

**BOARD ROOM**    **Regular Use Fee: \$75**

**Capacity:** Adds 41 persons to Great Room capacity, for 141 in capacity for both rooms.

**Hours:** All events will begin no earlier than 8:00 a.m. and must end no later than 10:00 p.m. with cleanup and rental pick-ups ending prior to midnight. All rental deliveries and pick-ups must be made during the rental window.

**Description:** Small room with Accordion doors that opens to the Great Room. May be sectioned off for smaller gatherings. Key FOB access is through the door nearest the Great Room.

**Amplification:** See Great Room requirements.

**Alcohol:** See attachment.

**Cleaning:** Vacuum the carpet and wipe down the counter and tabletops. Please remove debris from the chairs.

**Equipment:** 85" TV, apple play, stereo System **WIFI Access:** Username- Newport Hills; Password-killerwhales

## DEPOSITS & FEES

### Deposits

Regular Use - Not for-profit events deposit:

- Activity room or Board room reservation requires a deposit of a minimum \$500.00 is required at the time of reservation
- Great Room/Kitchen reservation requires a total deposit of a minimum 1,000.00 plus the room fees.
- Total deposit for the entire clubhouse is \$1,000. The deposit check will be cashed.

Commercial For-profit events deposit:

- Activity room or Board room: A deposit of a minimum \$1,000.00 is required at the time of reservation for Activity room or Board room alone in addition to the room fees.
- Great Room/Kitchen reservation requires a total deposit of a minimum \$2,000.00 plus the room fees.
- Total deposit for the entire clubhouse is \$2,000. The deposit check will be cashed. Adjustments: Deposits and fees may be increased based upon the planned usage of the facility.

Fee: Room Rates by individual room-

Regular Use:

- Great Room & Kitchen- Monday – Thursday: \$300 or Friday, Saturday, Sunday: \$400,
- Board Room - \$75 or Activity Room- \$75

Commercial business use/ For-Profit:

- Great Room & Kitchen- \$450,
- Board Room - \$200, Activity Room- \$200

Renting one room in the clubhouse does not guarantee the other rooms of the clubhouse will be closed to other reservations. Please keep in mind that unless you rent the entire clubhouse, other rooms may be rented during your event. The hallway and bathrooms inside the clubhouse are shared by all renters.

## NEWPORT HILLS COMMUNITY ASSOCIATION

### RULES & GUIDELINES

- A deposit and rental fee must be paid to NHCA at the time the reservation is made. Deposit checks and rental checks will be cashed, and deposit amounts will be returned to the Member by mail within two weeks following the event, unless there are to be deductions made by NHCA. Deposits and fees may be increased based upon the planned usage of the facility. In the event there are any clubhouse guideline violations your deposit check reimbursement may be held until after the next regularly scheduled Board of Directors meeting.
- **COMMERCIAL ACTIVITY** - Personal financial gain or commercial activity must be approved by the NHCA Board of Directors, in its sole discretion. This type of application must be submitted to the Board of Directors for approval a minimum of 90 days prior to the event date.
- Member sponsored non-profits may request waiver of fees from the Board and approval may be granted at the Board's sole discretion. Criteria for waiver of fees include items such as the benefits to the Newport Hills community.
- A certificate of insurance from the Homeowner's Insurance Policy naming NHCA as additional insured is required for any event where alcohol will be served or for any Commercial Use/Personal Financial Gain events. NHCA reserves the right to require insurance certificates for other events such as exercise programs or other activities with an increased risk of injury. The certificate must be delivered to NHCA two (2) weeks in advance of the event. For Commercial Use events the insurance certificate must be submitted with the application a minimum of 90 days prior to the event date. Additional info can be found in these guidelines.
- The reservation fee is due at the time the reservation is made. Fees are non-refundable if the reservation is canceled less than fourteen (14) days prior to the event.
- All musicians, D.J.'s, equipment, stereos and speakers must be confined inside the building. Amplification must be contained inside room and end no later than 10:00 p.m., and at all times must be respectful to neighbors.

# NEWPORT HILLS COMMUNITY ASSOCIATION

## RULES & GUIDELINES (CON'T)

- No pets allowed inside the clubhouse or on the pool deck.
- Smoking, vaping, and use of tobacco products are not allowed inside or around the facility or pool deck.
- Furniture must not be moved from the interior of the facility buildings. **Furniture must be picked up and not pushed around, to avoid scratching the wood floors.** Furniture may be moved around the inside of the rooms; however, a \$100.00 service charge will be incurred if the furniture is not returned to its original location after the event.
- The cutting boards and wood serving spoons in the kitchen are for decoration purposes only and may not be used to serve food during your event.
- If you move accessories around, or put them in the cabinets during your event, be sure to put them back where you found them. An inventory is taken of each item after each event and staff will not go “looking” for missing items in cabinets. For each item that appears to be missing, a replacement fee will be deducted from your deposit automatically.
- All kitchen equipment, additional banquet tables, podiums, electrical equipment and sound equipment are to be provided by the members.
- The reservation of the facility does not include reservation or exclusive use of the pools, barbecues or deck space by attendees of the event.
- Member reserving the facility is responsible for removal of all trash to an appropriate trash receptacle. A dumpster is located at the back of the building, behind the showers in the pool area. If the dumpster is full, the Member is responsible for taking their trash bags with them.
- Any damage to the facility, additional cleaning or violation of any of the rental guidelines will result in fees being deducted from the deposit received from the Member and possible imposition of additional fines/penalties.
- No portable cooking devices are allowed within the facility area or the pool area.
- NHCA is not responsible for personal items that may be lost, stolen, or left behind.
- The use of jump houses are not permitted in the Clubhouse or pool area but may be permitted in the park with a permit from the City of Newport Beach. Contact Matt Dingwall at the c/o Newport Beach at 949-644-3152.
- Open flames other than the fireplace are not permitted at any time – Candles, **incense**, tiki torches, etc. Members using the fireplace must bring their own fireplace gas key. The fireplace flue is always open.
- Helium filled balloons may not be used as decoration inside the clubhouse.
- No overnight reservations are permitted.
- Reservations on Easter, July 4<sup>th</sup>, Halloween, Thanksgiving Day, Christmas Eve, Christmas Day, New Years Eve and New Year’s Day are **not** allowed.
- NHCA sponsored small gatherings and meetings, or events may be exempt from providing insurance for the reservation of NHCA.
- The NHCA resident, guests, and vendors must vacate the reserved area(s) at or before the end of the reservation time. Set up, clean up and rental equipment deliveries and pick-ups must be completed within the reserved time period.
- Residents must arrange for all pick-ups and deliveries to be made within the reserved time period. Rentals cannot be dropped off to the clubhouse or picked up from the clubhouse outside of the rental window.

Local rental companies that offer same day delivery and pick-up. Fees may apply		
Baker Party Rentals Phone: 714-545-4667	Signature Party Rentals Phone: 714-545-6777	Bright Event Rentals Phone: 714-540-6111

# NEWPORT HILLS COMMUNITY ASSOCIATION

## RULES & GUIDELINES (CON'T)

- NHCA Member is responsible for turning off all electrical equipment and lights including fans and air conditioning. Members must ensure that all windows and doors are closed and securely locked.
- The NHCA resident is required to ensure that all activities and use of reserved area during the reservation time period are in compliance with all local, state and federal regulations and ordinances.
- The NHCA provides no guarantee that the condition of the facility being reserved will be in the same or like condition as it was when the reservation was placed. Residents accept the facility in its "as-is" condition.

## ALCOHOL & COMMERCIAL USE/PERSONAL FINANCIAL GAIN REQUIREMENT

Serving of any and all alcohol including wine and beer at the facility is permitted when use is specified in advance and the following requirements are met:

- A \$1,000,000.00 minimum rider on the homeowner's personal liability insurance policy, naming NHCA as an additional insured, is required to serve alcohol or host a commercial use/personal financial gain event. Proof of this rider is required 14-days prior to the event. **The policy cannot exclude alcohol.** NHCA reserves the right to require insurance certificates for other events such as exercise programs or other activities with an increased risk of injury. NHCA sponsored small gatherings, meetings or events may be exempt from this requirement.
  - Wording on the insurance information located in the additional insured box shall read as follows:

Newport Hills Community Association  
1900 Port Carlow Place  
Newport Beach, Ca 92660  
Phone: 949-721-1929      E-Mail- [jesse@newporthills.occoxmail.com](mailto:jesse@newporthills.occoxmail.com)

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 reservation function, no minors are to be present without consenting parent or guardians. A one-day use insurance policy can be obtained from: [www.eventhelper.com](http://www.eventhelper.com) for a \$105 fee. Prices are subject to change.

## POOL USE REQUIREMENT

- Homeowners are not allowed to reserve the sole use of the pool facility, any portion of the deck, or the tables & BBQ(s) on the pool deck. It is open to all members during pool hours. If minors will attend your event either at the pool or in the clubhouse, you must provide for pool supervision by either having a responsible adult continuously present on the pool deck to monitor the pool during the entirety of the event, or hiring a pool monitor or lifeguard to continuously monitor the pool during the entirety of the event.

## Policy for use by NON homeowners

- All persons renting the clubhouse MUST live in Phase 2. If you are renting a house, you must have an email or signed note from the homeowner on title, allowing full use of the facility for the date of your rental. You must submit this letter each time you rent the facility with the corresponding rental date.

## **CLEAN-UP CHECKLIST**

The below conditions shall be met in conjunction with the reservation of the clubhouse.

- Check the facility beforehand to make sure it is in order. Report all issues prior to event via email.
- A vacuum is provided in the activity room and great room closet. All floors must be vacuumed of debris. Wood floors must be wiped down. **DO NOT USE EXCESS WATER ON WOOD FLOORS.**
- Stone floors in the hallway and kitchen must be swept and mopped as necessary.
- Kitchen shall be cleaned, and all counter tops wiped down and floors mopped. Basic cleaning supplies will be provided under sink.
- Activity room counter tops and floors must be wiped down and all chairs and tables put away in the cabinets. Cleaning supplies are available under sink.
- Wipe down restroom counters and sinks to remove any excess water/soap from the counter area.
- No debris or trash shall be left in any room including bathrooms.
- All trash shall be removed and placed in the dumpster, which is located behind the showers in the pool area. NHCA member must bring additional trash bags for use.
- Ensure all doors and windows are closed and locked.
- Turn off all lights, fans, air conditioning when leaving the facility.

## **SURVEILLANCE CAMERA POLICY**

Surveillance cameras have been installed by the Association in and around the Association's Clubhouse at 1900 Port Carlow Place, Newport Beach. The purpose of the cameras is to help deter criminal activity and other misconduct. The cameras may or may not be operational at all times and are not monitored. Members, residents, and guests should not rely on the cameras or the Association for their own personal protection or safety, or the protection of their property. The Association makes no representations that the community is safe or that the cameras will successfully deter any vandalism or criminal acts of third parties. The Association retains the right, at any time, to remove the cameras at its discretion.

The Association will only disclose surveillance camera video footage to Board members, Association management, law enforcement and other governmental agencies, or pursuant to lawful subpoena or when otherwise required to do so by law. For privacy reasons, the Association will not release the footage to Association members or any other person, unless legally required to do so or by order of a court. Incidents must be reported to management immediately to ensure that a copy is made of the surveillance camera video recording before it is erased or written over.

# NEWPORT HILLS COMMUNITY ASSOCIATION

## FEE SCHEDULE

Below are some general standard fees/fines, but not limited to:

<u>Description</u>	<u>Fee/Fine</u>	<u>Additional Information</u>	<u>Initial all boxes</u>
Balloons or strings in the ceiling or stuck in the ceiling fans	\$250	Helium balloons are not allowed, if string get caught in the fans, malfunction occurs requiring rental of a lift for removal.	INITIAL
Trash not emptied or placed in the dumpster around the back of the clubhouse and pool deck.	\$100	Do not leave trash bags anywhere inside or outside of the clubhouse. All trash must be placed in the dumpster after your event. If the dumpster is full, you are required to take all trash with you.	INITIAL
Any counters that were not wiped clean with cleaning solvent	\$100	Just clearing the counter is not enough. Please take the supplied cleaning agent, and paper towels, and clean the counter tops.	INITIAL
Extra rooms used	Cost of room rental		INITIAL
Furniture, décor/accessories, not put back in original placement found when arrived and in the online guidelines.	\$100		INITIAL
Doors not locked and secured properly	\$100		INITIAL
Leaving food in the freezer or refrigerator	\$100		INITIAL
Damage to any of the AV/Digital equipment or furniture	Cost to replace or repair the equipment and/or furniture		INITIAL
Missing Equipment	Cost to replace		INITIAL
Rental Equipment left in the clubhouse after the event	Full cost of room rental for all rooms/areas affected.	All Rentals must be delivered and picked up during your rental window and cannot be left in the facility overnight.	INITIAL
Alcohol being used without insurance certificate	Entire deposit will be forfeited and potential loss of privileges for future rentals.		INITIAL

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

Date of Event: \_\_\_\_\_

THIS FORM MUST BE INITIALED AND SUBMITTED WITH YOUR RENTAL APPLICATION

CLUBHOUSE RESERVATION APPLICATION (Eff. 4/1/25)

NEWPORT HILLS HOMEOWNERS INFORMATION:

Homeowner's Name: \_\_\_\_\_

If Tenant renting, a note must be provided by Homeowner allowing rental to tenant for date of event.

(Tenant' Name: \_\_\_\_\_)

Home Street Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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

EVENT INFORMATION: Date of event requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

(must include set-up and clean-up time)

- 1. Alcohol Served (Circle One): Yes No
2. Food Served (Circle One): Yes No
3. Live Entertainment: (Circle One): Yes No

Room Reservation Rates:

Great Room/Kitchen

Mon - Thurs. - \$300

Fri., Sat., Sun - \$400

Activity Room \$75

Board Room \$75

Total: \$ \_\_\_\_\_

Security Deposit required:

If only renting the Board Room OR Activity Room- \$500.00

If renting the Great Room/Kitchen, increase deposit to- \$1,000.00

NHCA Office use Only:

Fee/Deposit Collected; Insurance Cert. Key Activated Key Deactivated Home Owners Permission Note Clubhouse Confirmation email sent from office: Event entered into cleaning calendar Walk-thru/ Deposit Check refunded/ key deactivated: Original check returned: (if applicable): Notes:

All paperwork and fees must be complete, and monies paid upon submittal of this application page. All checks will be deposited.

LIABILITY WAIVER

I acknowledge and agree on behalf of myself, and my family, that the use of the NHCA facilities, grounds and landscape areas located in Newport Hills, owned, and operated by NHCA involve potential risk of serious physical injury to me, my family, and or damage to my property.

I understand that by signing this form, I, and my family, agree to assume the risks of potential injury, to which I am voluntarily exposing myself, my family, and my guests, by participation in recreational activities on the facilities of NHCA.

On behalf of myself, my family and my guests, I release from liability and hold NHCA harmless for any damage, injury and /or claim of any kind, whether to person or property as a result of such activities, and waive my claims that I, my family and/or my guests, may otherwise have or acquire against NHCA its officers and directors, agents, or employees, for any injury occurring to me, my family, or to my guests, whether to person or property, as a result of any use of NHCA property or participation in recreational activities on the facilities and grounds of NHCA, located at 1900 Port Carlow Place, Newport Beach, California.

I have read the rules and responsibilities of pool use in the guidelines. Initial \_\_\_\_\_

I have read the surveillance camera policy in the guidelines. Initial \_\_\_\_\_

I have read the Community Guidelines, the fee schedule, the reservation Guidelines, and this reservation liability waiver. I accept the liability for damage to NHCA property and for injury to persons admitted to the clubhouse and facilities. I understand that in the event I, my family and/or guest violate any of the regulations, or if I provide inaccurate information on my application, NHCA reserves the right to cancel my function at any time, charge any and/or all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit. I understand that violation of any clubhouse guidelines will result in forfeiture of some or entire clubhouse deposit. Initial \_\_\_\_\_

Members Signature \_\_\_\_\_ Print Name \_\_\_\_\_ Date \_\_\_\_\_

# NEWPORT HILLS COMMUNITY ASSOCIATION

COMMERCIAL USE/PERSONAL FINANCIAL GAIN (Eff. 4/1/25)

## NEWPORT HILLS HOMEOWNERS INFORMATION:

Homeowner's Name: \_\_\_\_\_

*If Tenant renting, a note must be provided by the homeowner allowing rental to tenant for date of event.*

(Tenant' Name: \_\_\_\_\_)

Home Street Address: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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

### Room Reservation Rates:

Great Room/Kitchen

Mon – Thurs. - **\$450**

Fri., Sat., Sun - **\$550**

Activity Room **\$200**

Board Room **\$200**

### Additional Security

#### Deposit required:

If only renting the Board Room OR Activity Room

**\$1000 deposit**

If renting the Great Room Kitchen, increase deposit to:

**\$2000 deposit**

Total: \$ \_\_\_\_\_

**EVENT INFORMATION:** Date of event requested: \_\_\_\_\_

% of guest that are NHCA Phase 2 residents \_\_\_\_\_

What is the charge for this event: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests: \_\_\_\_\_

Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_

**(must include set-up and clean-up time)**

**All commercial use and personal gain rentals must be accompanied by an additional insurance certificate and must be submitted a minimum of 90 days prior to the event date.**

Alcohol Served (Circle One): Yes No

Food Served (Circle One): Yes No

Live Entertainment: (Circle One): Yes No

Will you be charging clients/guest? Yes No

If yes, How Much? \_\_\_\_\_

### **NHCA Office Use Only:**

Fee/Deposit -Collected: \_\_\_\_\_

Insurance Cert. \_\_\_\_\_ (Date submitted)

Key Activated \_\_\_\_\_ Key Deactivated \_\_\_\_\_

If being used by tenant,  
Home Owners Permission Note \_\_\_\_\_ (Date Submitted)

Clubhouse Confirmation email sent from office: \_\_\_\_\_

Walk-thru/ Deposit Check refunded/ key deactivated: \_\_\_\_\_

Original check returned: (if applicable): \_\_\_\_\_

Notes: \_\_\_\_\_

**All paperwork and fees must be complete, and monies paid upon submittal of the application 90 days prior to the event date. All checks will be deposited immediately.**

### Liability Waiver

I acknowledge and agree on behalf of myself, and my family, that the use of the NHCA facilities, grounds and landscape areas located in Newport Hills, owned, and operated by NHCA involve potential risk of serious physical injury to me, my family, and or damage to my property.

I understand that by signing this form, I, and my family, agree to assume the risks of potential injury, to which I am voluntarily exposing myself, my family, and my guests, by participation in recreational activities on the facilities of NHCA.

On behalf of myself, my family and my guests, I release from liability and hold NHCA harmless for any damage, injury and /or claim of any kind, whether to person or property as a result of such activities, and waive my claims that I, my family and/or my guests, may otherwise have or acquire against NHCA its officers and directors, agents, or employees, for any injury occurring to me, my family, or to my guests, whether to person or property, as a result of any use of NHCA property or participation in recreational activities on the facilities and grounds of NHCA, located at 1900 Port Carlow Place, Newport Beach, California.

I have read the rules and responsibilities of pool use in the guidelines. **Initial** \_\_\_\_\_

I have read the surveillance camera policy in the guidelines. **Initial** \_\_\_\_\_

**I have read the Community Guidelines, the fee schedule, the reservation Guidelines, and this reservation liability waiver. I accept the liability for damage to NHCA property and for injury to persons admitted to the clubhouse and facilities. I understand that in the event I, my family and/or guest violate any of the regulations, or if I provide inaccurate information on my application, NHCA reserves the right to cancel my function at any time, charge any and/or all expenses incurred and deduct any fines and/or penalties incurred by this violation from my security deposit. I understand that violation of any clubhouse guidelines will result in forfeiture of some or entire clubhouse deposit.**

Members Signature \_\_\_\_\_

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

Date \_\_\_\_\_