



Private Function Request/Reservation Form

Date of Request: _____ Date of Function: _____

Start Time: _____ End Time: _____

Type of Event: _____ Number of Guests: _____

Name: _____ Unit # _____

Phone # _____ E-mail: _____

Address: _____

*****Please make sure that your \$35 deposit is attached. Check should be made payable to "Oceana East 1 HOA". Your deposit will be refunded if you meet the Private Function Rules & Checklist.**

Note: Parking is limited to 11 spaces which includes 1 handicapped spot. Additional parking is available on Vanilla Way.

Resident's Signature required: _____

Owner's Signature required (if applicable): _____

Once the request is approved, additions or changes cannot be made without the approval in writing.

*****Please return this form to Mills Management Services, Inc., 1645 South Rancho Santa Fe Road, Ste. #208, San Marcos, CA 92078 or via e-mail to chris@millsmanagementservices.com*****

Revised 2/22/2017



Private Function Rules

Please read, sign and submit with the Private Function Reservation Form.

1. Only property owners or tenants may use the clubhouse for a private event and must personally be in attendance at all times. Tenants are required to provide written approval from the homeowner in order to utilize the clubhouse.
2. The homeowner will be responsible for any damages by any member of the party and the homeowner is ultimately responsible for any issues relating to the tenant's use of the clubhouse.
3. There will be no sale of alcoholic beverages in the clubhouse.
4. No tacks, tape etc. may be applied to any of the clubhouse walls.
5. The Piano and Game Room may not be used at private functions.
6. The outdoor area, swimming pool, spa, deck area around the pool, Shuffle Board court and Bocce Ball court, may not be used in connection with the event. Children in attendance are not permitted to run and play in the greenbelt area.
7. The premises must be vacated by 10:00 pm.
8. The clubhouse must be left in a clean and orderly condition (see attached checklist for requirements). Vinyl tablecloths must remain on dining room tables.
9. Once the Private Function Reservation Form has been approved, additions or changes cannot be made without written approval.
10. Persons using the clubhouse shall be deemed to have agreed to hold the Association, Board of Directors, its agents and each resident "free and harmless" from any loss or claim of liability of any kind arising from the use of these facilities.
11. In order to afford each resident the same opportunity to use the Community amenities, if the use of the clubhouse is requested for a private function on the day of a scheduled activity, the Activity Chairperson will be contacted to resolve the scheduling conflict.

I acknowledge that I have read & agree to the above Private Function Rules.

Resident

Date

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Private Function Checklist

Please read, sign and submit with the Private Function Reservation Form.

1. Clean up any spills or mess using plain water (no chemicals or products).
Carpeted Area: Clean any spills using plain water. Spills in carpet area must be reported to Management Company.
2. Wipe clean tables, vinyl table cloths, chairs, counter tops, etc. with a damp cloth and dry. Vinyl table cloths to remain on Dining Room tables.
3. Vacuum Living Room rug if area used. (Vacuum found behind door in front Storage Room.)
4. Vacuum all door mats.
5. Sweep entire wood floor with broom or dust mop. (Broom and dust mop found behind door in front Storage Room.) Wipe up any spills on wood floor with a damp cloth and dry.
6. If any appliances are used (stove, refrigerator, microwave, coffee makers) make sure they are wiped off and any mess made, cleaned up.
7. DO NOT USE DISHWASHER!
8. If the kitchen is used, clean the sink (cleaners found under kitchen sink) and wipe off the counters.
9. Empty all trash cans, including restrooms. (Main trash and recycle containers found on pool deck.)
10. Wipe off and dry restroom sinks and vanity tops. Clean up any mess you make in the restrooms.
11. All furniture returned to the general area you found it.
12. Return tables and chairs used from the front Storage Room. Stack in their proper location. (Please be careful not to hit walls etc.)

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13. When finished using, leave Dining Room table wheels unlocked.
14. If you use any clubhouse linens, please leave the dirty linens in the kitchen sink (after sink has been cleaned).
15. Close window blinds on South and East side of building.
16. Turn off power to TV and components (if used).
17. Turn off heat.
18. Turn off fans.
19. Turn off lights.
20. Remove all your personal items from the clubhouse. HOA will not be responsible for any items left in clubhouse.
21. Make sure all outside doors are closed and locked (including restrooms).

I acknowledge that I have read & agree to the above Private Function Checklist.

Resident

Date

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