



FIESTA ROOM RENTAL PROCEDURES AND POLICIES

Our goal for you is for you to have a wonderful event and enjoy hosting your event it in the Fiesta Room. In order to ensure the safety and success of your event, we would like to stress the importance of the following SAMLARC policies. Please read carefully as you will be held responsible for implementation of all of these policies. Failure to follow these policies could result in additional fees.

RESERVATIONS

Please note that SAMLARC will not be held responsible for Lagoon facility closure due to unforeseen mechanical breakdowns or water contamination. In the event of a closure, Fiesta Room renters may continue to utilize the boat, picnic and volleyball areas unless otherwise instructed.

- Only members of SAMLARC may rent the Fiesta Room. A member may sponsor an event for a guest, however all fees must be paid by the member, and the member must be in attendance. **Members are required to bring an Access Card on the day of the event.**
- Reservations may be made up to 180 days in advance.
- Event size limitation is 49 people due to fire code restrictions. **No exceptions.**
- The reservation area includes the Fiesta Room and private patio only. The Beach Club facility may not be reserved and use of the facility must be shared with the general membership.
- The Fiesta Room may not be used for commercial purposes. Products may not be sold at the Lago Santa Margarita Beach Club facility nor at any SAMLARC recreational facility for the financial benefit of any individual or enterprise.
- SAMLARC reserves the right to cancel a function if policies are violated, or inaccurate information is provided on the Rental Agreement. The use of the Lago Santa Margarita Beach Club by SAMLARC members may be restricted by the Board of Directors for delinquent SAMLARC assessments, violations of SAMLARC Policies and Guidelines, or deliberate abuse of the Lago Santa Margarita Beach Club, SAMLARC recreational facilities, designated facilities or landscape areas.

FEES

Rental fees are as follows:

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|---|----------------|
| Monday – Thursday Minimum of 2 Hours Maximum of 6 Hours | \$50 Per Hour |
| Monday – Thursday Minimum of 2 Hours Maximum of 6 Hours w/Alcohol | \$75 Per Hour |
| Friday – Sunday Minimum of 4 Hours Maximum of 6 Hours | \$75 Per Hour |
| Friday – Sunday Minimum of 4 Hours Maximum of 6 Hours w/Alcohol | \$100 Per Hour |
| Sub-Maintenance Corporation Board Meetings | \$40 Flat Rate |

- A security deposit of \$300 and signed Rental Application forms are required to confirm a room reservation.
- Deposit fees are payable to SAMLARC, by (the member's) CHECK ONLY.
- Rental fees must be paid by check or credit / debit card no later than 14 days prior to the event. Refunds will not be issued for cancellations within 14-days of the rental date. **No exceptions.**
- Fiesta Room deposit checks will be returned BY MAIL the month following the event, provided all policies have been adhered to. Fines may be assessed if policies and guidelines are violated.

ALCOHOL REQUIREMENTS

Serving of alcohol in a Fiesta Room event is permitted when use is specified in advance and the following requirements are met:

- Minimum of \$1,000,000 in Liability & Property Damage Insurance naming SAMLARC as additionally insured. Insurance rider must include the Beach Club address and the date of the event.
- Proof of this rider must be submitted to the Beach Club two (2) weeks prior to the event.
- 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 rental function, no minors are to be present without a consenting parent or guardian.
- Any abuse of alcohol privileges may result in immediate termination of a function.
- Please contact the Member Relations Coordinator, Teresa Frei, for additional information and insurance examples. Please refer to page 4 of this document for websites providing commercial insurance options.

EVENT INFORMATION

- Portable barbecues and tiki torches are not permitted in the Fiesta Room and/or anywhere within the facility.
- Additional equipment such as microwaves, hot dog cookers, popcorn carts or cotton candy machines, must be approved at the discretion of the Board of Directors in advance of the event and may require an insurance rider.
- Glass of any type, such as bottles, glasses, dishes or serving pieces are not permitted.
- Boat rentals are available to residents and their guests during regular boat hours and are subject to weather conditions. The member renting the Fiesta Room must sign the boat waiver for their guests.
- Music is permitted during Fiesta Room events. However, it must originate from inside the Fiesta Room and be turned down by 10 p.m. and off by 11 p.m.
- All events must end by 12 midnight.
- For safety reasons, propping open of the front Beach Club gate is not permitted at any time. Renter is responsible for their guest entry/exit from the facility. **No exceptions.**
- Please supervise small children at all times. Be aware of the water elements that surround the facility.
- Guests are not permitted to remain in the facility without a SAMLARC member present and must leave at the close of the event.

FURNITURE

- Ten tables with seating for 49 are available for use **within** the Fiesta Room and private patio area **only**. The table sizes include: (subject to availability)

| | | |
|---|-------------|----------------------|
| 7 | 48 inch | round tables |
| 3 | 42 inch | outdoor patio tables |
| 3 | 2 ft X 5 ft | rectangle |
| 1 | 2 ft X 4 ft | rectangle |
| 4 | 2 ft X 4 ft | angled |

- The renter shall arrange for all equipment and furniture deliveries and pick-ups the day of the event. SAMLARC will not be responsible for items left in the Fiesta Room or kitchen at the conclusion of an event.
- Tables and chairs should not block exit doors.
- The room must be returned to its original set-up.

CLEAN-UP

- The renter is responsible for room clean-up which includes, but is not limited to: clean restroom, wipe down tables and counter, clean sink area, removal of trash, remove decorations and balloons.
- Bring extra trash bags to dispose of trash properly. Trash shall be **placed in the dumpster** located at the end of the parking lot. Trash left in the room or in the trashcans in the facility may be subject to a fine.
- Renter is responsible for securing all doors and windows in the Fiesta Room prior to leaving the facility.

FINE SCHEDULE FOR FIESTA ROOM RULES AND REGULATIONS VIOLATIONS

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|---|----------------------|
| Room not set up in meeting room style following event | \$25 |
| Use of alcohol without SAMLARC permission | \$300 |
| Use of glassware containers (this includes but is not limited to: wine and soda bottles, glass or porcelain bowls/lids, drinking glasses, jars) | \$75 |
| Use of open flame (this includes but is not limited to: portable barbeques and chaffing dishes) | \$75 |
| Music not originating from inside the Fiesta Room/refusal to turn the music down or off as specified in the rental guidelines | \$50 |
| Room not cleaned following event | \$50-\$100 |
| Guest occupancy exceeds 49 people | \$200 |
| Event exceeds 6 hour rental limit | \$100 |
| Unspecified damages to room | All associated costs |

Insurance companies that offer one-day liability event insurance:

- privateeventinsurance.com
- theeventhelper.com
- helioscoverage.com
- Specialeventinsurances.com

The websites provided on this form are merely suggestions for homeowner's looking to host a private event on Association property. All residents are free to use any company of choice, so long as the insurance requirements outlined in the reservation materials are met.