



W O O D B U R Y
WOODBURY COMMUNITY ASSOCIATION
PARK RESERVATION FORM

PLEASE NOTE: Due to the high demand for reservations, it is recommended that this agreement and all deposits/payments be made as early as possible to confirm your reservation. Reservation forms, fees and deposits can be mailed or dropped off at the Association's Recreation Center at:

**Woodbury Community Association
 108 Lamplighter
 Irvine, California 92620**

Name: _____ **Home Phone Number:** _____

Address: _____ **Cell Phone Number:** _____

Email Address: _____ **Rental Date Requested:** _____

Deposit check will be shredded if not picked up within 10 days of rental date

***Event Time** (guest arrival time to guest departure time): From: _____ am/pm To: _____ am/pm

***Please note that the park rentals are ONLY available from
 Thursday through Sunday from 10:00a.m. to 08:00 p.m., winter hours are 10:00 a.m. to 5:00 p.m.**

Reservation Fees and Deposit Requirement (Subject to Change**)**

(Check payable to Woodbury Community Association):

Facility:	Deposit
Magnolia Park* (184 Sanctuary; Sanctuary & Rinaldi)	\$200.00
Laurel Square Park* (180 Great Lawn; Great Lawn & Mapleton)	\$200.00
Terrace Garden Park* (38 Sanctuary; Sanctuary & Waterspout)	\$200.00
Olive Grove Square* (42 Enchanted; Vintage & Lamplighter)	\$200.00
Coral Tree Square* (61 Great Lawn; Great Lawn & Spanish Lace)	\$200.00
Woodland Garden* (45 Talisman; Pink Sage & Talisman)	\$200.00
Arbor Garden Park* (42 Rolling Green; Rolling Green & Clocktower)	\$200.00

Park Requested: _____ **Total Amount:** _____

Number of Guests: _____ ***(Resident may only have maximum of 50 guests)**

Type of function (e.g., birthday party, meeting, etc.): _____

Check all applicable boxes: Jumper/Bounce House Balloon/Face Artist Caterer



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WOODBURY COMMUNITY ASSOCIATION PARK RESERVATIONS GENERAL RENTAL POLICIES

1. Parks are rented on a first come, first-serve basis. Certain restrictions may apply. Only certain Parks within the Association are available for rent for member use subject to availability and will be available **only to residents of Woodbury Community Association.**
2. Bounce houses are allowed only when rented from an Association approved vendor. Bounce houses must be operated by generator and not by Association's electrical outlets. The Owner must use of the Association's approved vendors during the event, as the vendor had provided the Association with the Additional Insured Certificate for general liability in the amount of \$1,000,000.00, naming Woodbury Community Association and Keystone Pacific Property Management as additional insured. Complete bounce house vendor list is available on Association's website: www.woodburyhoa.org.
3. Residents must bring a copy of their rental agreement on day of rental.
4. Petting zoos, pony ride, carnival rides and other amusement rentals other than bounce houses are prohibited on Association property.
5. The facilities are not available for rent over Memorial Day, 4th of July or Labor Day weekends (Saturday through Monday).
6. Excessive noise or unruly behavior may result in the loss of park privileges.
7. Please read this agreement carefully for conditions of reservation.
4. The Association does not provide cleaning for your event. Please be sure to clean up after your function to avoid all or a portion of your security deposit being forfeited.
6. Cancellations of events, if received in writing 30 days prior to the event, will result in a full refund of the reservation deposit. Cancellations received less than 30 days prior to the event will result in no refund of the reservation deposit.
7. D.J. music and live bands are not permitted. iPods or radio music must be maintained within acceptable levels at all times as determined by Association staff or authorized representative.
8. The facilities are not available for rent over the Memorial Day weekend (Saturday through Monday), on the 4th of July or over Labor Day weekend (Saturday through Monday).
9. Money or fees exchanged for entrance into the activity/function is strictly prohibited.
10. Food and beverages may only be served, not sold.
11. The facilities may not be rented for any commercial purposes.
12. Open flames and candles are prohibited in all rental facilities.
13. The throwing of rice, birdseed and confetti is prohibited.
14. Commercial tents are prohibited in rental areas. You may, however, use EZ up® tents for shading purposes.
15. No staples, push pins or other similar devices may be used to attach items to the walls or any other surfaces. Any damage caused will be deducted from the security deposit.
16. Glass is not permitted.
17. **ALCOHOL IS NOT PERMITTED.**
18. All decorations, displays, food, drinks, etc. must be removed from the park by the end of the reservation time. Any items left behind will be discarded. Failure to comply with removal of items may result in loss of deposit.
17. The park must be left in the same condition that it was in when the event began.
19. All other Association Rules and Regulations must be complied with at all times.
20. Residents and/or their guest that are not complying with Association rules during an event may be asked to leave immediately and may forfeit any future use of rental facilities. In the event that the number of guests attending an event reaches the maximum capacity for any area, then additional guests may be turned away.
21. If you encounter an issue at the park such as other residents in your reserved space, or facility maintenance issues, please contact Management at 949-451-1650 or Elite Enforcement Security at 714-801-4385. If this is a Saturday or Sunday contact 949-451-1652 to reach Management.

I have read and understand the General Rental Policies as stated above.

Signature: _____ Dated: _____

Please call (949) 451-1650 or email kstephenson@keystonepacific.com for any questions.



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WOODBURY COMMUNITY ASSOCIATION PARK AGREEMENT

I, _____ (“Resident”), agree to the following:

Resident hereby waives, releases and discharges Woodbury Community Association (“Association”), its directors, officers, employees and agents 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 recreation facilities by Resident and Resident’s family and guests.

Resident agrees to indemnify, defend and hold Association, its directors, officers and agents 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 Resident and Resident’s family and guests (included but not limited to reasonable attorneys’ fees and court costs). Resident agrees to pay Association in full and promptly upon demand for any and all loss of and damage to Association’s property caused by, or arising out of the use of Association’s recreation facilities by Resident and Resident’s family and guests.

Upon reservation of the parks and use of bounce house, Resident must supply proof of endorsement with a general liability provision of at least one million dollars which names the Association and Association’s Property Management Company as additional insureds on the date of the event and for all times that the park will be used, as well as for the time spent setting or cleaning up.

Resident has exclusive use for the designated park area in which a refundable reservation deposit applies for the duration of the reservation. Association will not reserve the facilities for more than one event for a given time. Resident agrees to exercise control over Resident’s guests such that other residents using the facilities are not inconvenienced.

Resident shall submit a deposit with this Reservation Form no less than two (2) weeks prior to the event. Resident accepts that if a reservation is not cancelled within thirty (30) days of the event, that the reservation deposit is non-refundable and thus forfeited. Cancellations should be made in writing and submitted to the management office at the recreation center. Reservations will not be accepted more than eighteen (18) months in advance of the event date. If damage is caused to the park areas, event clean-up is not completed, or the park is not restored to the manner in which it was presented prior to reservation use, the cost to repair the damage or to conduct the cleanup will be deducted from the deposit. Resident will be responsible to reimburse Association for any cost to repair damage or to conduct clean-up in excess of the deposit amount. In accordance with the CC&R’s, the Association may, after Notice and Hearing, levy a Damage Reimbursement Assessment, as that term is defined in the Master Declaration of Covenants, Conditions and Restrictions, and Reservation of Easements for Woodbury (CC&R’s) in order to repair damage or conduct clean up of the facilities if the cost for such repair or clean up exceeds the amount of the deposit. Such Damage Reimbursement Assessment shall become a lien against Resident’s Lot or Condominium. Violation of any of the Rules and Regulations of Woodbury Community Association may result in the loss of a portion or all of the deposit. In the event that the air conditioning unit is left on following the use of any of the applicable facilities, a \$25.00 fee will be applied and will be deducted from the deposit. If necessary, the Association reserves the right to hold a hearing and thereafter assess an Owner for



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damage to the common area or non-compliance of the Rules & Regulations. The provisions of the CC&R's and governing documents remain in full force and effect.

Resident also agrees to pay all of Association's attorney fees in the event of a dispute over this Reservation Agreement, as well as any fines assessed by the Association in connection with the rental of the facility.

Resident agrees that the recreation facilities will not be used for commercial purposes. Resident agrees that the recreation facilities will be utilized for Resident's benefit or for the benefit of an immediate family member of Resident and that Resident will be present at all times during the event.

Date: _____

Signature



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The Association approved vendors for bounce house rentals are:

1. Jump O Rama- 714-521-1963 www.jumporama.net
2. Surf City Bouncers- 714-824-0100 www.surfcitybouncers.com
3. Orange County Jumpers 714-842-2220 www.orangecountyjumpers.com
4. Jump Action 714-771-0579 www.jumpaction.net

Please notify management with the company you pick for your bounce house/jumper rental. Please note, these vendors have supplied the Association with the proper additional insured endorsement. Using a separate company is violation of this contract and could result in cancelation of event and loss of deposit.