



ONE FORD ROAD

RECREATION FACILITIES RESERVATION FORM AND AGREEMENT

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. **Reservations will not be made permanent until all deposits, fees and forms are submitted.** Reservation forms can be mailed to Keystone Pacific Property Management 16775 Von Karman Avenue, Suite 100 Irvine, CA 92606, or dropped in the Clubhouse mail box at One Ford Road, 49 Old Course Drive, Newport Beach, CA 92660.

MEMBER INFORMATION		
NAME:		
ADDRESS:		
PHONE NUMBER:		
EMAIL ADDRESS:		
EVENT INFORMATION*		
DATE REQUESTED:		
NUMBER OF GUESTS:(MAXIMUM 50)		
FACILITY REQUESTED (CIRCLE ONE): CLUBHOUSE FIREPLACE/LAWN		
EVENT TIME (FACILITIES HOURS ARE 8AM-10PM):		
SPECIAL EQUIPMENT: (E.G. FURNITURE, TENTS, BOUNCE HOUSES, ETC.)		
VENDORS PROVIDING SERVICES AT THE EVENT:		
**APPLE T.V. AVAILABLE AT THE CLUBHOUSE		
REQUIRED CHECKS:		
FOR PARTIES OF 25 GUESTS OR LESS: CLEAN-UP SERVICE FEE: \$55.00 (MADE PAYABLE TO DEREK ERICKSON) DEPOSIT (REFUNDABLE): \$500.00 (MADE PAYABLE TO ONE FORD ROAD)		
FOR PARTIES OF 26 GUESTS OR MORE: CLEAN-UP SERVICE FEE: \$80.00 (MADE PAYABLE TO DEREK ERICKSON) DEPOSIT (REFUNDABLE): \$1,000.00 (MADE PAYABLE TO ONE FORD ROAD)		
FOR PARTIES OF 40 GUESTS OR MORE AN EXTRA GUARD SERVICE FEE IS REQUIRED: 48 HOURS NOTICE BEFORE EVENT: \$103.00 (MADE PAYABLE TO ONE FORD ROAD) LESS THAN 48 HOURS NOTICE: \$133.00 (MADE PAYABLE TO ONE FORD ROAD)		

ADDITIONAL INFORMATION:

- ❖ **AMPLIFIED MUSIC NEEDS TO BE APPROVED BY BOARD OF DIRECTORS:**
 - All amplified music requests need the approval of the Board of Directors. Please submit request in writing.
- ❖ **REQUESTING HOMEOWNER MUST BE PRESENT AT THE ENTIRE EVENT**
- ❖ PLEASE REMOVE OF ALL PERSONAL ITEMS, TURN OFF ALL LIGHTS AND AC, AND SECURE ALL DOORS TO THE CLUBHOUSE. OFR RESERVES THE RIGHT TO INCREASE THE DEPOSIT IF HEAVY EQUIPMENT, FURNITURE, ETC IS GOING TO BE USED DURING THE EVENT.

Professionally Managed by:
Keystone Pacific Property Management, Inc.
16775 Von Karman Avenue, Suite 100 · Irvine, CA 92606-4960 · Tel (949) 833-2600 · Fax (949) 833-0919
www.keystonepacific.com



ONE FORD ROAD

AGREEMENT

I, _____ (“Sponsoring Member”), agree to the following: Sponsoring Member hereby waives, releases and discharges One Ford Road 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 Sponsoring Member and Sponsoring Member’s family members, guests, invitees, agents and vendors.

Sponsoring Member 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 Sponsoring Member and Sponsoring Member’s family, guests, invitees, agents and vendors (included but not limited to reasonable attorneys’ fees and court costs).

Sponsoring Member 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 relating to the use of Association’s Recreation facilities by Sponsoring Member and Sponsoring Member’s family members, guests, invitees, agents and vendors.

Association will not reserve the Recreation Facilities for more than one event for a given time. Sponsoring Member agrees to exercise control over Sponsoring Member’s guests such that other residents within the community are not inconvenienced.

Sponsoring Member shall submit to Association a Refundable Deposit with this Reservation Form in accordance with the Deposit Schedule noted above. The deposit will be refunded to Resident within one month after the event. However, if damage is caused to the Recreation Facility (including any sod or other landscaping) or if the Sponsoring Members fails to clean up after the event, the cost to repair the damage or to conduct the clean up will be deducted from the deposit. In addition, any fines for violations of the rules and regulations will be deducted from the deposit.

Sponsoring Member agrees that the Recreation Facilities will not be used for commercial purposes. Sponsoring Member agrees that the Recreation Facilities will be utilized for Sponsoring Member’s benefit, or for the benefit of an immediate family member of Sponsoring Member, and that Sponsoring Member will be present at all times during the event. Sponsoring Member agrees that no events that generate a profit will be held at the Recreation Facilities.

Sponsoring Member acknowledges that they have read the Use Policy and agrees to abide by it.
YOUR DEPOSIT MAY BE FORFEITED IF YOU SPONSOR AN EVENT AT A RECREATION FACILITY NOT MARKED ON THIS RESERVATION FORM AND AGREEMENT.

Signature

Date

Printed Name



ONE FORD ROAD

One Ford Road, Ford Recreation Facility (Fireplace and Front Lawn)

Please take a moment to review the map below. Only the front lawn area in green may be used for private events, bounce houses, tables and any other equipment/items. Please note the rest of the grass area may not be used for private events, bounce houses, tables and any other equipment/items. Water Slides are not permitted.

I have reviewed and understand the facility terms. I understand that violating these terms will result in forfeiture of my deposit.

Print Name

Signature



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