



Copper Cove at Lake Tulloch Owners' Association

920 Black Creek Drive
Copperopolis, CA 95228
Website: www.ccltoa.org

Phone: (209) 785-2688
Fax: (209) 785-2698
Email: ccltoa@caltel.com

*** This form can be downloaded from www.ccltoa.org . Select Documents. ***

Reservation Request - Black Creek Park Center

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At this time, bathrooms are not wheelchair accessible. Please make alternate arrangements if this is a requirement.

Maximum Capacity: 299 Guests
Hours Available: 7:00 a.m. to 10:30 p.m.

Cleaning & Damage Deposit: \$ 200.00
Additional Deposit for Alcohol use: \$ 300.00
Deposits are refundable.

Reservations are made through the CCLTOA office.

Proof of insurance is required prior to date of event.
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Use of Black Creek Center Facilities

The facilities are available to members of CCLTOA free of charge. Use of the facility requires that the members are not delinquent on any assessments, fees, and fines on any lot owned by reserving member.

You will need to come into the office the day before your event to get a code to open the door. If your event is on a weekend, please come in on Friday.

The gates to Black Creek Park are closed on the weekends. If you would like to have the gate "held open" during your event you must make your request to the office in writing at least 5 days in advance.

Attempting to open the Executive Office or the Fitness Room will trigger the alarm. The alarm system activates at 10:30 pm daily, you must have the building cleaned and vacated by this time. If the alarm is set off during or directly after your scheduled function, you will forfeit your entire deposit.
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Conditions of Reservation

All facilities shall be left neat, clean, and in orderly condition. Cleaning and damage deposits, subject to amounts being withheld for any additional cleaning required or damage to the Association property, can be picked up in the office after the event date. Any additional costs for damage or cleaning will be billed to the property owner at the rate of \$25 per hour.

Property owners reserving the facility must be present with their guests from opening to closing. No overnight sleeping or camping is permitted in or around CCLTOA property.

Loud music is not allowed after 9:00 p.m. Excessive noise, consumption of alcoholic beverages by minors, or any illegal activity is not permitted.

The Association has the right to cancel any function at any time, for not following these conditions.



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CCLTOA will not be responsible for injuries to any persons, or damage to personal property while using the facility.

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Insurance Requirements

A Certificate of Insurance must be provided before the reserved date.

You can contact your insurance agent, and have them fax or email a copy of the ACORD

That the Copper Cove Lake Tulloch Owners' Association, their agents, officers, and employees are made additional insured, but only in so far as the operations under this contract are concerned.

- a. The dates of inception and expiration of the insurance
- b. The amount of public liability coverage of not less than:
 - 1. \$ 300,000 CSL insurance of member's private function.
 - 2. \$1,000,000 CSL insurance for any event where a public notice is posted, fund raisers, or outside organization or where alcohol will be sold.
- c. A statement by the insurance company that it will not cancel said policy or policies without giving fifteen (15) days prior written notice to the named insured.

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Rules for Black Creek Center Usage

- No tape to be used on walls or paneling.
- ATTENTION: To use the stove, oven, and grill the two switches on the wall by hallway must be on at all times while the stove/oven/griddle is in use, failure to do this will cause the Ansul system to engage
- Thumbtacks or push pins only.
- Care must be taken to prevent damage to floor.
- No wet items or ice chests to be placed on the floor.
- Any postings of signs, balloons, banners, etc., advertising any function, must be removed within 24 hours following any scheduled event.
- Hall must be clean and VACATED by 10:30 p.m.
- No pets allowed inside the building.
- Outside areas must be cleaned up.
- Trash of any kind must be placed in dumpster.
- Parking should be in designated areas only.
- Black Creek Park Gate is Open M-F 8 am to 8 pm
- If your event is on a weekend and you need the gate held open you must put your request in writing to the office at least 5 days in advance.

The Association has the right to cancel any function at any time, for not following these rules.



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Check List for Black Creek Center Usage

- ✓ Counter tops cleaned.
 - ✓ Sinks left clean.
 - ✓ Stove turned off and cleaned.
 - ✓ Microwaves wiped clean (inside and outside).
 - ✓ Refrigerators left clean and closed tightly.
 - ✓ Refuse placed in outside dumpster.
 - ✓ New liners put in garbage cans & wastebaskets. You provide liners.
 - ✓ All items of equipment clean and put back in proper places.
 - ✓ Wipe all tables clean
 - ✓ Fold and restack the tables & chairs in their proper places
 - ✓ Sweep and mop all floors
 - ✓ Clean restrooms
 - ✓ Turn off all lights, a/c, heater
 - ✓ Close and lock all doors & windows'
 - ✓ Pick up all cigarette butts left outside
 - ✓ Remove any signs put up to announce your event
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To Lock the Front Door

- 1) Close door securely.
- 2) PUSH OVAL BUTTON.
- 3) Turn dead bolt until it latches.

Alarm is now activated and you may not re-enter the building.



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Reservation Request for Black Creek Center Facilities

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Name: _____ Lot # _____

Address: _____ Phone _____

Purpose of Use _____ Number of Guests _____

Date & Time (Open/Close) _____

Building must be cleaned and ready for inspection by 10:30 p.m. If not, entire deposit will be forfeited.

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Alcohol to be consumed: Yes ____ No ____ (Please initial if yes)

(No Kegs or Tubs are allowed inside Building)

Alcohol to be sold: Yes _____ No ____ (Please initial if yes)

(You must show proof of ABC License and insurance / **to be provided anytime before rental**)

I have read and understand the requirements for use of Black Creek Park Facilities.

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Signature: _____ Date: _____

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Deposit (Date received) _____ Amount: \$ _____ Check # _____ by: _____

Date confirmed by: _____

Cleaning Deposit: _____ Amount of Refund: _____

Deposit Returned: _____ Check Number: _____



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Reservation Request for Black Creek Center Facilities

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Signature Page

Name: _____ Lot # _____

Date of Event: _____

I have read and understand the Conditions of Reservation.

I have read and understand the Rules for Black Creek Center Usage.

I have received and read the Insurance Requirements. I understand that proof of insurance is required prior to date of Black Creek Center rental.

I have received and read a copy of the Checklist for Black Creek Center Usage.

I understand that if the alarm is triggered during my function it will result in forfeiture of my entire deposit.

Signature: _____ Date: _____

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Request to "Hold Gate Open"

Date of Event: _____

"Hold Open" Times: _____ to _____

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Office Use Only:

Hold Gate Open?

Yes _____

No _____

Entered to Door King? _____

By? _____