

MAKING A ROOM RESERVATION

The legal owner or tenant of Bernardo Heights must make reservation.

The following rooms (includes kitchen) are available for **Private Party Use Only.**

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|-------------------|--------------------|
| A. Mesa Room | D. Verde Room |
| B. Vista Room | E. Mesa/Vista Room |
| C. Community Room | |

OTHER FACILITIES INCLUDING POOL TABLES, PING-PONG, TENNIS COURTS, PATIO AREA, SPA AND POOL AREAS ARE NOT AVAILABLE FOR RENT, OR FOR “EVENT” GUEST USE. THE UPPER POOL WILL BE AVAILABLE FOR RENTAL DURING A SHORT TIME IN THE SUMMER. PLEASE ASK FOR MORE DETAILS.

Resident must sign in/out and be in attendance at the event, or designate, in writing, one week prior to the event, another responsible resident. Violation of this rule will result in forfeiture of deposit.

- Only three room reservations can be made per household per calendar year.
- Room availability may be checked by phone; however, the charge for the room must be paid at the time of booking.
- Room reservations may be made six (6) months in advance to the day but no less than three (3) weeks prior.
- The resident reserving the room(s) must contact the Community Center at least two weeks prior to the event to confirm reservation and room arrangements.
- If a cancellation of a reservation is necessary, the Community Center **must** be notified and the “CABH Cancellation Form” must be filled out.
 - No Charge Cancellation 61-180 days prior to event
 - \$25 fee Cancellation 30-60 days prior to event
 - \$50 fee Cancellation 7-29 days prior to event
 - \$100 fee Cancellation less than 7 days prior to event
- ALL RESERVATIONS ARE SUBJECT TO MANAGER APPROVAL. APPROVAL WILL BE MAILED WITHIN 72 HOURS OF APPLICATION DATE.

Fees & Charges: The following applies to “private party” use:
All fees paid in full at time of Reservation; Reservation must be made by legal owner or tenant

Events **not** allowed:

- Commercial events (the purpose of which is to enhance the business, revenues, images, membership, etc., of any firm, group, or organization). (See "Meeting Reservations")
- Religious services of any kind. This includes weddings and memorials, even if they are not religious in nature.
- Partisan political meetings.
- Fund raisers.
- No business, office, or specialty group parties will be allowed.
- Any function which continues after normal operation hours (9:00 p.m. - Monday through Saturday) will be charged an additional hourly fee based on room used. **NO** event will be allowed after 11:00 p.m.
- There is a \$25.00 (**N**one **S**ufficient **F**unds) fee for any check returned from the bank.

Fees are based on the size of room and maximum capacity. Parties over 75 people also require rental of the Verde Room to accommodate the event.

• **REFUNDABLE DEPOSIT OF \$200.00 AT TIME OF BOOKING**

<u>Verde</u>	<u>4 HOURS</u>	<u>Per Additional Hr.</u>
20 people	\$80.00	\$25.00
 <u>Mesa</u>		
45 people	\$80.00	\$25.00
 <u>Vista</u>		
45 people	\$80.00	\$25.00
 <u>Mesa/Vista Room</u>		
75 people	\$150.00	\$50.00
(Must also reserve Verde room if party exceeds 75 people)		
 <u>Mesa/ Vista/ Verde</u>		
90 People	\$230.00	\$75.00
 <u>Community Room</u>		
87 people	\$280.00	\$75.00

Per Additional Hr. after 9pm (after 6pm on Sunday*): \$50 surcharge for each room that is reserved.

*During Winter Hours (November – March)