

**SHADY CANYON COMMUNITY ASSOCIATION
RECREATION FACILITY/PATIO/BBQ AREA 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 can be mailed to:

*Shady Canyon Community Association
c/o Keystone Pacific Property Management
16845 Von Karman, Suite 200
Irvine, California 92606*

Name: _____
Address: _____
Phone Number: _____
Date Requested: _____

Reservation time (includes time for set up and clean up):

From: _____ am/pm To: _____ am/pm

Event Time (guest arrival time to guest departure time*):

From: _____ am/pm To: _____ am/pm

*Function must conclude no later than 12 midnight

Facility Requested:

Number of Guests: _____

Recreation Facility/Patio/BBQ Area

Community Building Facility/Patio/Barbecue Area Deposit and Use Fee Requirement

(Checks payable to Shady Canyon Community Association):

\$300.00 Non-Refundable Use Fee

\$1,000.00 Refundable Deposit

The Association does provide cleaning for your event but you will need to secure all trash in trash bags and remove any broken glass, personal belongings and party supplies that belong to you.

You will need to check in at the west gate to obtain the key to the recreation facility and return it to the west gate when your event has concluded. The roving patrol will use a check list and inspect the recreation facility before and after your event to make sure there is no damage to any items in the facility. You will be held financially responsible for any damage.

Please enter and exit the facility through the side door near the pool gate and not through the front double doors.

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

Check all applicable boxes: Live Band DJ Other (describe): _____

Note: Live music is prohibited without approval from the Board of Directors.