



Clubhouse Reservation Information

For questions regarding the clubhouse or to schedule an appointment to drop off the documents, please email: jzamora@waltersmanagement.com

Rental Fees: For events up to **67** people - \$150 rental fee/\$300 deposit

NOTE: Deposit refunds will take approximately 7-10 business days to process. Both the rental fee and deposit check are cashed.

Hours: Monday – Thursday 5:00 PM – 10:00 PM
Friday – Sunday 10:00 AM – 11:00 PM

Maximum Occupancy: 67 person maximum per City of Chula Vista Fire Department.

Insurance Requirements:

- I. A current certificate of liability insurance with a minimum coverage amount of \$500,000.00.
- II. Additionally, your certificate must also include the following:
 - A. The San Miguel Ranch Master Association, 401 Calle La Marina, Chula Vista, CA 91914, must be named on the certificate as Additionally Insured.
 - B. Endorsement must indicate coverage for the date of your event.
 - C. Certificate must indicate use for Clubhouse rental.

Frequently Asked Questions

Q: How do I reserve the Clubhouse?

A: Send an email to Josh at jzamora@waltersmanagement.com or visit our website for the reservation packet at <https://sanmiguelhoa.com>. You are also welcome to come into the onsite office during business hours to make a reservation. **In order to reserve your date, we require the total fee, deposit, and completed application.**

Q: Why is a certificate of liability insurance required?

A: The San Miguel Ranch insurance policy does not cover private events. You may contact the insurance provider for your home or an insurance vendor of your choice. You can also visit <https://privateeventinsurance.com> if you are unable to find an insurance vendor.

Q: Can I put a date on hold?

A: No. We can only reserve the clubhouse with a completed application, rental fee and deposit in hand. Reservations are booked on a first come first serve basis.

Q: During a reservation will my guests have access to the other amenities?

A: No. Clubhouse reservations are limited to the event room, front and rear patio area only.

Q: Are there tables and chairs available to use?

A: 1 banquet table, 40 folding chairs, and the existing furniture. The existing furniture may be rearranged but should be put back in its original place at the end of your event.

Q: May I have additional chairs/tables delivered?

A: Yes. However, office staff will not sign for deliveries. Also your delivery will need to be scheduled so that it falls within your rental hours. No exceptions.

Q: How will my guests obtain access to the facilities during my event?

A: Guests will need to check in with the guard posted at the front door.

Q: How early can I set up for my event?

A: Monday – Thursday: 5:00 p.m. Friday - Sunday: 10:00 a.m. You cannot set up the night before. Please plan accordingly.

Q: Is the end time when the party should conclude or do we have time to clean after?

A: Your event must conclude, the facility be cleaned, and the premises vacated by 10pm Monday-Thursday and 11pm Friday- Sunday.

Q: Where are the restrooms located?

A: On the right-hand side past the gym. There are also single stalls located next to the onsite office for your exclusive use during your event. Security will open the restrooms at 10am for you and lock them up at 10 or 11pm (depending on the day of your event).

Q: How do I get my deposit back?

A: Any applicable deposit refund will be returned within **7-10** business days. It will be mailed directly to the address on the application.

Q: Are cleaning supplies provided?

A: No. Please come prepared with cleaning supplies for the room.

Q: May I place signage or balloons directing guests to the clubhouse?

A: It is requested that all event decorations stay within the reserved area. All signs and decorations must be removed in order to avoid charges to the deposit.

Q: Is there a penalty if I cancel my event?

A: No. Cancellations must be submitted to izamora@waltersmanagement.com. Please allow **10-15** business days to receive your full refund.