

# TRAILWOOD PARK GAZEBO RESERVATION PROCEDURES & AGREEMENT

Adopted November 16, 2010

Thank you for your interest in hosting your event at Trailwood Park. Facilities are available for Reservation by residents only. This Agreement must be completed and a deposit paid before reservations are confirmed.

## AREA SUBJECT TO RESERVATION

The Gazebo (covered picnic table area) as well as one of the two gas grills at the barbeque island which adjoins the Gazebo area may be reserved for private events. The second gas grill may be used; however if another resident wishes to use the other grill during your event, the other resident must be accommodated. Please note that the umbrella tables, park benches, playground, pool and poolside grills may not be reserved so that other residents may enjoy use of these areas during your event. The parking lot may not be reserved or cordoned off. Please remember that a park reservation does not prevent other residents from using the facilities.

## RESERVATION PROCEDURE

Submit your completed Agreement along with a \$100.00 Deposit to Keystone Pacific in order to confirm your event. Please make checks payable to Trailwood Maintenance Association.

### *Mail or Drop Off Site:*

Keystone Pacific Property Management  
Attn: Trailwood Associate  
16845 Von Karman, Suite 200  
Irvine, CA 92606

Keystone Pacific will confirm your reservation in writing via email when this Agreement and your deposit check are received. Please retain your confirmation until your event is completed.

**Resident Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Numbers:** \_\_\_\_\_

**E-Mail:** \_\_\_\_\_

**Date Requested:** \_\_\_\_\_, \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ **Time:** \_\_\_\_\_ (4 hour maximum)  
Day of Week (Sun., Mon., etc.) Date

**Reservation time** (includes time for set up and clean up): *Start* \_\_\_\_\_ am/ pm *End* \_\_\_\_\_ am/ pm

**Area Requested** \_\_\_\_\_ Gazebo Only \_\_\_\_\_ Gazebo & One (1) Grill

## **PARTY GUESTS (Parties of 10 or more)**

Residents must provide the Gate Attendant with a guest list, in alphabetical order, at least 24 hours prior to the event. This will ensure that all Trailwood visitors may enter our community with the least delay.

**Approximate Number of Guests:** \_\_\_\_\_

## TO RECEIVE A REFUND OF YOUR DEPOSIT UPON COMPLETION OF EVENT

Upon completion of your party, please remove all decorations, food/beverage items, trash, etc. Residents are responsible for cleaning up after their parties. Janitorial services are not provided following events. Please respect our park and recognize that each resident deserves to enjoy clean facilities. Trash left on the ground attracts insects, rodents and coyotes, so please be respectful. If the area is not cleaned up satisfactorily, your deposit will not be refunded.

Finally, we request that you please immediately report facilities, security and safety concerns/problems to Nordic Security at the Canyonwood gate (714) 832-0586.

*Professionally Managed by:*

Keystone Pacific Property Management, Inc.

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