



PORTOLA
SPRINGS

Portola Springs Community Association Clubhouse F.A.Q.

Each Kitchen Includes:

- Refrigerator
- Sink
- Dishwasher
- Cupboards
- Food service/prep shelf

Kitchen *does not* include an oven, stove, coffee pot or microwave.

Other Amenities Include: (counts are approximate)

At Lomas Valley - 95 Ranchland: (counts are approximate)

- 60 chairs
- 8 tables, 60" round (8 people max per table)
- 3 rectangle tables, 6' (two are folding)
- 2 rectangle tables, 8'

Silverado - 91 Scarlet Bloom:

- 60 Chairs
- 8 tables, 60" round (8 people max per table)
- 3 rectangle folding 6' tables
- 2 rectangle 8' tables

Heating and Air:

Temperature is pre-set to keep the room at a reasonable degree. To start the unit, turn the dial and the air will begin a five hour cycle. When it shuts off after the five hours, simply turn the dial again to start it over.

Smaller Club Room:

With your reservation you have access to the Smaller Club Room.
Max. capacity is 40 people.

Lighting:

There are two different kinds of lighting in the clubhouse. The chandeliers and can lights are motion censored and also can be controlled by a switch. The outside rows of can lighting cannot be turned off, for safety purposes.

Bounce House Info:

If renting a bounce house for the event, the bounce house vendor must provide a certificate of insurance naming the Portola Springs Community Association and Keystone Pacific Property Management as additional insured. To plug in the bounce house, please use the exterior outlets. Do not plug the bounce house into any of the interior outlets of the clubhouse. Please note that extensions cords are not included.

Clean up:

Homeowners are required to perform their own clean up after their event, which includes bagging all of their trash and leaving it in the kitchen area. Removal of up to five (5) trash bags is included in your reservation. Removal of six (6) bags or more will result in a trash removal fee, which will be deducted from your security deposit as follows:

- Six (6) to Ten (10) Bags - \$50.00
- Eleven Bags (11) and up - \$150.00

Other Important Info:

The back patio may be used as part of the clubhouse rental. The courtyard area may **not** be used as part of your clubhouse rental; this is common area.

The pool may **not** be rented at any time and the regular guest policy for pool use applies.

If you have any further questions about the clubhouse or your reservation, please contact Lindsey Everett at (949) 838-3201 or leverett@keystonepacific.com. Thank you!