

Innis Arden Clubhouse – Online Reservation Procedure

1) How to Submit Your Application!

STEP 1: Go to InnisArden.org and click “Clubhouse Rental” button on homepage OR use the website menu and go to the “Clubhouse” page under Amenities dropdown menu.

STEP 2: Once on the Clubhouse page, click on “Neighborhood Events Calendar” button. This will open a separate page/tab where you will log in to the owners portal and then the current Clubhouse Calendar will open. (Note: Keep both pages open as you will return to each one in next steps)

Find your preferred event date on the Calendar to determine if the Clubhouse is available. If it is, continue to next step. If your preferred date is already reserved by another party, identify an alternate date that is available, and then continue to the next step.

STEP 3: Next, return to Innisarden.org/club-house page/tab, scroll down to find the list of Clubhouse documents and choose the appropriate Rental Application for your event (either Standard or Short-term).

Download appropriate application (File, Save as – then save to desktop).

Complete application including signature and date.

Upload/save completed application to desktop.

STEP 4: Return to Owners Portal tab/page and go to **Dashboard**>**REQUESTS** (or see menu along left column).

Find and Click on **CLUBHOUSE RESERVATION REQUEST**

Click **+New Submission** button

Upload your completed/signed/dated Rental Application, then

Press **Submit!**

Find an email confirmation of your successful application submission in your inbox.

2) Pay Your Invoice

After your application is reviewed and approved, Clubhouse management will send you an invoice via the Owners Portal. You will receive an email notification from “Innis Arden” that an invoice has been posted to your account with the subject, “New Charge added to your Innis Arden Account”.

STEP 1: Open email, and click “**Make a payment**” button.

STEP 2: Pay this invoice (or mail a check) within a week and your reservation is confirmed!

Please Note: Online payments using your checking account are **FREE**. But, a **3% fee** will be assessed for payments made by credit card.

IA CLUBHOUSE ALCOHOL RIDER POLICY AND REQUIREMENTS

As a current member of The Innis Arden Club (IAC), your Clubhouse Rental includes standard liability protection coverage (carried by IAC) for neighborhood amenities use, such as use of the Clubhouse. But this coverage does not include rentals/private events that include alcohol consumption.

If your event at the Innis Arden Clubhouse includes serving alcohol, you are required to obtain a 1-day Alcohol Rider policy (adding \$1M liability protection) from an insurance carrier of your choosing for the date(s) of your event. The typical cost of such riders is \$100-\$200/day.

Various insurance carriers offer this product. You may go through your own insurance carrier or find an option through a simple internet search. Suggested search: "Alcohol rider insurance policy 1-day event"

You may also choose to contact the IA Resident and Insurance Agent below for an adequate event rider policy (\$150). Just say, "Hi. I'm an Innis Arden clubhouse renter and need a 1-day alcohol rider policy for an upcoming event" and Aarons team will help you out.

Aaron Zweifach
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