

CANYON LAKE

PROPERTY OWNERS ASSOCIATION

Club Event Planning Workshop

Jan 24, 2023



An aerial photograph of a community event at a lake. The scene is filled with numerous white and blue tents of various sizes, some with people gathered around them. In the background, a large body of water is visible with several boats docked at a pier. The foreground shows a grassy area with more people and tents. The overall atmosphere is busy and social.

This presentation is an overview for club event planning. For a step by step guide visit www.clpoa.com/eventplanning.

Canyon Lake POA Facility Use Policy

FACILITY USE POLICY

SCHEDULING PROCEDURE

The Canyon Lake POA schedules the annual calendar of reoccurring functions beginning November 1. The annual calendar is developed with the below events already scheduled:

- Holidays
- Historical Annual Community Events
- Canyon Lake POA Functions/Meetings
- Member Events Scheduled No Earlier Than 1 Year Prior To Event



FACILITY USE POLICY

FACILITY USE

- The Canyon Lake POA waives the 'Daily Use Fee' for sanctioned club banquets and special events that include food and beverage services at the Lodge or Country Club.
- Each member, club, group, or sponsored organization may schedule one facility or common area up to two times per month for functions and events.
- Reservation requests may not be submitted for any Canyon Lake POA recognized holidays.

Visit www.clpoa.com/facilityusepolicy for the full policy.



FACILITY USE POLICY

North Ski & Jump Lake



Additional policies have been developed for the sanctioned clubs using the North Ski and Jump Lake area.

- Sanctioned clubs may request one event per month with a maximum of two consecutive days. No individual club events may be scheduled from Memorial Day to Labor Day.
- Events may be scheduled the first and third weekend of the each month. Back-to-back weekends are not permitted.
- All events and tournaments must be completed by 2 p.m.
- Sanctioned clubs must coordinate with Canyon Lake POA to have Marine Patrol staff on duty during the event or tournament.

Visit www.clpoa.com/northskipolicy for the full policy.

Canyon Lake POA Sanctioned Clubs

SANCTIONED CLUBS

SANCTIONED CLUB POLICY



The Canyon Lake POA fosters and promotes the existence of clubs and other organizations created for recreational, fraternal or civic improvement. Clubs/organizations that meet specific criteria defined in the Sanctioned Clubs & Activity Groups policy may be formally recognized as a Sanctioned Club. Some of the requirements a club must meet are:

- Have a minimum of 20 club members that are Canyon Lake POA prime, associate or sub-associate members.
- Meet Canyon Lake POA's community service requirements of either providing community volunteer services, monetary donations towards events and/or activities, or monetary donations towards common area improvements.

Sanctioned Clubs must receive approval from the Board and club re-sanctioning occurs every three years. For the full policy visit www.clpoa.com/clubpolicy.

SANCTIONED CLUBS

BENEFITS

- Annual calendar scheduling of sanctioned club functions and events beginning first Friday of September, for the following calendar year.
- Discounted daily rate for use of Canyon Lake POA facilities and common areas per the Canyon Lake POA rules and policies.
(costs associated with staff time for equipment use, event set-up and clean-up may be charged at an hourly rate)
- Discounted menu items for club banquets
- Use of certain Canyon Lake POA equipment for sanctioned club functions (tables, chairs, signs, etc.)
- Event advertising and marketing for community events and activities.



SANCTIONED CLUB

EVENT SCHEDULING



Annual calendar scheduling of club functions and events begins the first Friday of September, for the following calendar year.

- Activities department notifies sanctioned clubs at the end of summer with details for event and/or meeting date submissions.
- A lottery is held on the first Friday of September to determine the order of priority.

SANCTIONED CLUB

FISCAL YEAR 2022/23 FACILITY FEES - LODGE

LODGE ROOM	DAYS	CLUB FEE	MEMBER FEE
Holiday Bay Room <i>(up to 5 hours)</i>	Mon - Thurs	-	\$100
Holiday Bay Room <i>(up to 5 hours)</i>	Fri Before 5 p.m.	-	\$100
Holiday Bay Room <i>(up to 5 hours)</i>	Fri After 5 p.m. - Sun	-	\$500
Pool View Room <i>(up to 5 hours)</i>	Mon - Thurs	-	\$75
Pool View Room <i>(up to 5 hours)</i>	Fri Before 5 p.m.	-	\$75
Pool View Room <i>(up to 5 hours)</i>	Fri After 5 p.m. - Sun	-	\$250
Sunset Beach Room <i>(up to 5 hours)</i>	Mon - Thurs	-	\$50
Sunset Beach Room <i>(up to 5 hours)</i>	Fri Before 5 p.m.	-	\$50
Sunset Beach Room <i>(up to 5 hours)</i>	Fri After 5 p.m. - Sun	-	\$175
Front Lawn <i>(up to 5 hours)</i>	Daily	-	\$250
Bar & Loung Area <i>(up to 5 hours)</i>	Daily	-	N/A
Additional Hours	Daily	-	\$125
Bar Set Up Fee	Daily	-	\$125

Daily use rental fees are waived for clubs when entering into a food and beverage catering contract. Clubs that do not enter into a food and beverage contract will be charged a rental fee as defined in the annual budget. Fees are subject to change with the fiscal year.



SANCTIONED CLUBS

FISCAL YEAR 2022/23 FACILITY FEES - COUNTRY CLUB



COUNTRY CLUB ROOM	DAYS	CLUB FEE	MEMBER FEE
Dining Room (up to 5 hours)	Mon - Thurs	-	\$150
Dining Room (up to 5 hours)	Fri Before 5 p.m.	-	\$150
Dining Room (up to 5 hours)	Fri After 5 p.m. - Sun	-	\$350
Patio (up to 5 hours)	Mon - Thurs	-	\$75
Patio (up to 5 hours)	Fri Before 5 p.m.	-	\$75
Patio (up to 5 hours)	Fri After 5 p.m. - Sun	-	\$125
Magnolia Room (up to 5 hours)	Mon - Thurs Before 5 p.m	-	*\$50
	<i>*Expected rate increase beginning May 1, 2023</i>		
Magnolia Room (up to 5 hours)	Fri After 5 p.m. - Sun	-	\$125
Additional Hours	Daily	-	\$100

Daily use rental fees are waived for clubs when entering into a food and beverage catering contract. Clubs that do not enter into a food and beverage contract will be charged a rental fee as defined in the annual budget. Fees are subject to change with the fiscal year.

SANCTIONED CLUB

FISCAL YEAR 2022/23 FACILITY FEES - PARKS & COMMON AREAS

PARKS	DAYS	CLUB FEE	MEMBER FEE
Eastport Activity Room	Mon - Sun	-	\$75
Eastport Snack Bar	Daily	-	\$150
Eastport Deposit (Refundable)	Daily	-	\$250
Holiday Harbor Amphitheater	Mon - Fri	-	\$250
Holiday Harbor Amphitheater	Sat - Sun	-	\$500
Holiday Harbor Pavilion	Daily	-	\$45
Holiday Harbor Snack Bar	Daily	-	\$120
Holiday Harbor East Pavilion	Daily	-	\$80
Holiday Harbor Deposit (Refundable)	Daily	-	\$250
Indian Beach Pavilions (2)	Daily	-	\$50
Indian Beach Stage (w/electricity or without)	Daily	-	\$100/\$75
Roadrunner Park Pavilion	Daily	-	\$80
Sierra Park Pavilions (2)	Daily	-	\$50

Fees are subject to change with the fiscal year.



Canyon Lake POA Special Event Requirements

EVENT REQUIREMENTS

APPLICATION REQUIREMENTS



SPECIAL EVENTS

- Facility Reservation Form & Hold Harmless Agreement
- Permits (ABC, City, Health, etc.)
- All vendors must add the Canyon Lake POA as an additional insured. Certificate of Insurance must be submitted to the Activities department.
- Special Event Insurance
- Final event layout
- Copy of All Permits/Insurance

MEETINGS

- Club Calendar Request Form

EVENT REQUIREMENTS

APPLICATION, EVENT DETAILS & PERMIT TIMELINE

SPECIAL EVENTS

Minimum 30 Days Prior To Event

- Facility Reservation Form
- Hold Harmless Agreement
- If selling alcohol, ABC Permit
- Layout and staff requests

Minimum 15 Days Prior To Event

- All vendors must add the Canyon Lake POA as an additional insured. Certificate of Insurance must be submitted to the Activities department.
- Final event layout
- Health Permit
- Copy of All Permits



EVENT REQUIREMENTS

EVENT STAFFING FEES

SUPPORT STAFF FOR EVENTS

- **Operations Staff for Setup and/or Breakdown**
- \$50 per person, per hour
- **Event Community Patrol**
- \$37.50 per person, per hour
- **Event Marine Patrol**
- \$37.50 per person, per hour
- Additional costs may be incurred for police and fire department services from the City of Canyon Lake and/or Riverside County Sheriff's department.



**Canyon Lake POA
Food & Beverage Service**

FOOD & BEVERAGE SERVICE

SANCTIONED CLUB BANQUETS



- **Scheduling**
- **Budget Overview**
 - Food & Beverage Subsidy
 - Menu Pricing
 - Cost of Goods
 - Labor Costs
 - Equipment & Supply Fees
 - Cost Recovery

THANK YOU!

This presentation is an overview for club event planning.

For a comprehensive step by step guide, visit www.clpoa.com/eventplanning.



FACILITY RESERVATIONS

Host your next event in Canyon Lake! This is a great place for meetings and events, with multiple venue options ranging from banquet rooms to parks.

Scheduling Policy

Each member, club, group, or sponsored organization may schedule one facility or common area up to two times per month for functions and events. Reservation requests may not be submitted for any Canyon Lake POA recognized holidays.

- Canyon Lake POA Members
Canyon Lake POA members may schedule a private event one year from date of their event.
- Canyon Lake POA Sanctioned Clubs
Annual calendar scheduling of sanctioned club functions and events begins the first Friday of September, for the following calendar year.
- Canyon Lake POA Activity Groups
Annual calendar scheduling of activity group functions begins January 1 of the current calendar year.

Steps For Planning Event in Canyon Lake

⊖ Step #1: Select Your Venue

⊕ Step #2: Make Reservations

⊕ Step #3: Get Permits

⊕ Step #4: Provide Event Details

Helpful Links

Facility Documents

- Facility Use Policy (PDF)
- North Ski Area & Jump Lagoon Use Policy (PDF)
- Facility Reserve Form (PDF)

Other Documents

- Sanctioned Club Policy (PDF)

Permit Links

- City Event Permit
- ABC License Page
- Event Host Health Permit
- Vendor Health Permit