

DATE: Sept. 3, 2024

TO: Board of Directors

FROM: Director of Community Services, Tiffany Cribbs

RE: 28 Day Reading Approval – Restaurant Rules

Background

The Rules & Regulations Review Committee was tasked with reviewing the current Rules & Regulations and making recommendations to streamline the document. Their objective is to create a cohesive and comprehensive set of rules that are easier to understand and enforce. This action item focuses on refining and enhancing the existing Rules & Regulations to reduce redundancy and ensure clarity and effectiveness across all rule sections.

The committee recommends merging the Lighthouse/Lodge Rules and Country Club Rules into a single section titled Restaurant Rules and removing Section I: Introduction, which is merely an informational section about each facility. This change aims to simplify the structure and ensure consistency across similar facilities. Additionally, the committee recommends removing the following rules already covered in the General Rules to avoid redundancy. These include:

- Lodge/Lighthouse Restaurant 2.1 and Country Club 2.1: No Smoking
- Lodge/Lighthouse Restaurant 2.5: No Loitering
- Lodge/Lighthouse Restaurant 2.8: No Fishing Allowed
- Lodge/Lighthouse Restaurant 5.6 and Country Club 5.6: Responsibility for Damages

Fiscal Impact

The fine for CC.2.1 (21+ Alcohol Purchase/Consumption) is \$50, while for LR.2.2 it's \$100. The proposed fine for RR.2.1 is \$100, showing a \$50 variance from the Country Club rule.

Recommendation

It is recommended that the Board of Directors approve the 28-day reading as it was presented on September 3, 2024 to combine the Country Club and Lodge/Lighthouse sections into one new section titled Restaurant Rules and remove the introduction.



Director of Community Services

Country Club Rules

COUNTRY CLUB (CC)

NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

~~SECTION I - INTRODUCTION~~

~~The Country Club Restaurant is a place to gather and meet up with family and friends to enjoy a great meal. The restaurant overlooks the beautifully manicured golf course.~~

~~The Country Club is also an excellent location for hosting events and functions such as:~~

- ~~• Anniversaries~~
- ~~• Baby Showers~~
- ~~• Birthday Parties~~
- ~~• Bridal Showers~~
- ~~• Retirement Parties~~
- ~~• Reunion Parties~~
- ~~• Wedding Receptions~~

~~For additional information on catered events, functions and banquets that need on-site accommodations, contact the Food & Beverage department at the Country Club facility.~~

~~Any questions regarding the policy for use and rental of the Country Club facility and / or common area meeting rooms (e.g. Magnolia Room) are to be referred to the Activities Department.~~

SECTION II - COUNTRY CLUB RULES

These rules have been established for the Country Club by the CLPOA for both the restaurant and bar area. The rules are to be adhered to by all customers, members and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of Management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from Alcohol Beverage Control (ABC) and therefore must be obeyed by law without exception.

~~CC.2.1 No Smoking Allowed Inside~~

~~Smoking is strictly prohibited inside the confines of the establishment.~~

CC.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in the Country Club facility.

CC.2.3 Only Persons Twenty-One Years of Age or Older Allowed to Sit at Bar

Persons under the age of twenty-one (21) years may not sit at the bar.

CC.2.4 No Alcoholic Beverages Allowed to Leave Premises

No alcoholic beverages will be permitted to leave the premises

CC.2.5 Right to Refuse Service

Service may be refused to any intoxicated or unruly Customer, Member and / or Guest.

~~CC.2.6 Responsibility for Damages~~

~~The Member, Guest and / or Customer is responsible for any loss and / or damage to equipment and / or property of the Country Club facility.~~

CC.2.7 Reporting Complaints

Any complaint(s) are to be made to Management. Customers, Members and / or Guests shall not reprimand employees.

SECTION III - COUNTRY CLUB DRESS CODE POLICY

These dress code requirements for the Country Club have been set forth by the CLPOA for both the restaurant and bar. All customers, members and guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Country Club, may be declined service and / or asked to leave at the discretion of Management.

CC.3.1 Casual Attire in Country Club

In the Country Club, overall dress attire is casual.

CC.3.2 Tasteful Attire Required

All clothing worn by customers, members and / or their guests shall be within the bounds of decency and good taste as appropriate. See posted dress code at Country Club.

CC.3.3 Shirts and Footwear Required

Shirts and footwear are mandatory in the Country Club facility.

CC.3.4 No Short-Shorts Allowed

No short-shorts in both the restaurant and bar. NOTE: Shorts more than 5" above the knee must be 18" from the waistband to the hemline.

SECTION IV - COUNTRY CLUB PROCEDURE FOR USE OR RENTAL

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CLPOA. For use or rental of the Country Club facility, the appropriate forms must be completed and signed by the member, client or group representative.

CC.4.1 Facility Reservation, Use and Rental Agreement Required

A Facility Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event, any special requests and whether food / beverage will be required. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Country Club. The agreement further stipulates that CLPOA will not be responsible for loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost or expense. (For additional

information on on-site catering services, refer to Section VI.)

CC.4.1a- Reservable Locations of the Country Club Restaurant are as follows:

- Country Club Dining Room
- Country Club Patio
- Magnolia Room

CC.4.2 Signed Contract Required

Whenever on-site catering services are required, the Food and Beverage department will provide a Catering Contract with all the particulars of the event or function including menu selections, pricing and any other requirements as agreed upon. The Catering Contract must be reviewed and signed accordingly. In addition, required deposit must be paid, as applicable. (For further information, refer to Section VI.)

SECTION V - COUNTRY CLUB POLICY FOR USE OR RENTAL OF FACILITY

The following policy has been established by CLPOA for use or rental of the Country Club facility.

CC.5.1 No Outside Food or Beverages Allowed without CLPOA Approval

Outside food service (i.e. catering) is not allowed. No one may bring outside food or beverages into the Country Club except as approved by the CLPOA. At the discretion of Country Club Management, outside food or beverages such as wedding cake, champagne or wine, etc. shall be allowed upon the condition that prior arrangements have been agreed upon with the member or client and Country Club Management. NOTE: All champagne and / or wine provided by the client is subject to a corkage fee.

CC.5.2 Requirements for Outside Rentals

Any outside rentals (including chairs, tables or archways, etc.) must be arranged and paid for by the member or client to the proper company / organization prior to the event.

CC.5.3 Requirements for Use of Decorations

Decorations may only be hung with an adhesive that does not “pull off” the paint (such as 3M Command Brand™). The CLPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks or any other material that may cause damage to the facility.

CC.5.4 Requirements for Use of Candles

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

CC.5.5 Removal of CLPOA Property Not Permitted

CLPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Country Club.

CC.5.6 Responsibility for Damages

The member or client is responsible for any loss and / or damage to equipment and / or property of the CLPOA / Canyon Lake Country Club.

CC.5.7 No Funeral Services Allowed

The Country Club may not be reserved for the purpose of conducting a funeral service.

CC.5.8 Local Noise Ordinance Requirement

Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 11:00 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake's Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

CC.5.9 CLPOA Requirements for Events with Fifty (50) or More Persons

When a member plans an event which may attract fifty (50) or more people thereby creating an unusually high traffic situation (pedestrian and / or vehicular), the following may be required:

CC.5.9a Schedule with Appropriate Personnel - Member, client or group shall schedule the event with appropriate personnel.

CC.5.9b Provide Diagram with Set-up - Member, client or group shall supply a diagram of the facility outlining the way in which the event will be set up for the day.

CC.5.9c Clear Facility Upon Conclusion of Event or Function - Member, client or group shall be responsible for making certain that all traffic (pedestrian and / or vehicular) is cleared from the facility (no later than an hour after the event).

CC.5.9d Additional Security Requirements - In the event that the member, client or group holds an occurrence in an area where there is a possibility the event will draw traffic to the area creating a public nuisance or unusually high traffic volume (pedestrian and / or vehicular), the member, client or group may be required to contract for additional uniformed Community Patrol Officers for the event.

CC.5.10 City Requirement for Special Event Permit for Events or Functions with Fifty (50) or More Persons

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit.

NOTE: In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to the function or event.

SECTION VI - COUNTRY CLUB POLICY FOR ON-SITE CATERING SERVICES

The following policy has been established by CLPOA for on-site catering at the Country Club facility.

CC.6.1 Contract and Deposit Required

A signed contract and deposit are required for the confirmation of the date. NOTE: All prices are subject to change without notification, prior to signing the contract.

CC.6.2 Rental Period

Rental of the facility is as per the annual Schedule of Fees; any additional time must be arranged in advance at a charge per hour.

CC.6.3 Gratuity and Tax Required

Gratuity and sales tax will be added to the price of all food and beverage selections.

CC.6.4 Menu Selection Required Prior to Function or Event

Menu selection is required prior to the function or event.

CC.6.5 Final Guarantee Required

A final guarantee of the confirmed number of guests expected to attend is required prior to the function or event. NOTE: The number provided will be considered a minimum guarantee, not subject to reduction, for which the client will be charged.

CC.6.6 Final Payment Required

Final payment is required prior to the event.

CC.6.7 Bar Guarantee Required

A bar guarantee will apply, if required.

Lodge/Lighthouse Rules

Current Rules with Changes Highlighted

LODGE/LIGHTHOUSE RESTAURANT (LR)

NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

SECTION I – INTRODUCTION

~~The Lodge / Lighthouse Restaurant is open for members and their guests to take in the beautiful view of the lake and facility while enjoying a great meal and watching various sporting events.~~

~~The Lodge is also an excellent location for hosting events and functions such as:~~

- ~~● Anniversaries~~
- ~~● Baby Showers~~
- ~~● Birthday Parties~~
- ~~● Bridal Showers~~
- ~~● Club or Committee Meetings / Events~~
- ~~● Corporate Meetings / Events~~
- ~~● Retirement Parties~~
- ~~● Reunion Parties~~
- ~~● Weddings / Receptions~~

~~For additional information on catered events, functions and banquets that need on-site accommodations, contact the Food & Beverage department at the Lodge / Lighthouse Restaurant.~~

~~Any questions regarding the policy for use and rental of the Lodge facility and / or common area meeting rooms (e.g. Sunset Beach Room, Pool View Room, etc.) are to be referred to the Activities department.~~

~~NOTE: A piano is available for usage; however, the CLPOA must be given ample notice to have the piano moved from the stage to the ground level in the Holiday Bay Room. There will be a fee for this and it will be incurred by the homeowner or club. If the piano needs tuning, an additional cost may be charged.~~

SECTION II - RULES FOR LODGE / LIGHTHOUSE RESTAURANT & BAR

The Lodge facility consists of the building, decks and walkways around it. These rules have been established for the Lodge / Lighthouse Restaurant & Bar by the CLPOA for both the restaurant and bar / patio area. The rules are to be adhered to by all members and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of Management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from Alcohol Beverage Control (ABC) and therefore must be obeyed by law without exception.

LR.2.1 No Smoking Allowed Inside

~~Smoking is strictly prohibited inside the confines of the establishment.~~

LR.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in the Lodge facility.

LR.2.3 No Alcoholic Beverages Allowed to Leave Premises

No alcoholic beverages will be permitted to leave the premises. NOTE: Alcoholic beverages have to be consumed within the boundaries of the Lodge facility.

LR.2.4 Right to Refuse Service

Service may be refused to any intoxicated or unruly member and / or guest.

~~LR.2.5 No Loitering~~

~~Loitering on the Lodge grounds and parking lot area is prohibited. All curfew regulations will be strictly enforced.~~

LR.2.6 Golf Cart Parking in Designated Areas Only

All golf carts must be parked in designated vehicle parking spaces only.

LR.2.7 No Skateboards, Scooters or Bicycles Allowed

Skateboard, scooters and bicycles are prohibited in or around the Lodge facility and pool including all walkways and entryways.

~~LR.2.8 No Fishing Allowed~~

~~No fishing is permitted from areas immediately surrounding the Lodge premises except from the common dock. Fish shall not be cleaned on the Lodge premises or landings.~~

LR.2.9 No Outside Solicitation without Prior Approval by CLPOA

No tickets or articles of any kind shall be offered for sale on the Lodge premises. No subscription list shall be circulated nor advertisements or postings displayed. Specific exceptions must be approved by the CLPOA General Manager.

~~LR.2.10 Responsibility for Damages~~

~~Any member and / or guest is responsible for loss / damage to equipment / property of the CLPOA Lodge / Lighthouse Restaurant.~~

LR.2.11 Reporting Complaints

Any complaint(s) are to be made to Management. Members and / or guests shall not reprimand employees.

SECTION III - DRESS CODE POLICY FOR LODGE / LIGHTHOUSE RESTAURANT

Dress code requirements for the Lodge ~~/Lighthouse Restaurant~~ have been set forth by the CLPOA for both the restaurant and bar / patio area. All members and / or guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Lodge ~~/Lighthouse Restaurant~~, may be declined service and / or asked to leave at the discretion of Management.

LR.3.1 Shirts and Footwear Required at the Lodge Facility

In the Lodge facility including the dining room and bar / patio area, shirts and footwear are mandatory.

LR.3.2 Dining Room, Bar and Patio Attire

Attire for Main Dining Room is as follows:

LR.3.2a - Dress attire for dining is casual including, but not limited to, board shorts, tank tops, and sandals; however, all clothing worn by members and / or guests shall be within the bounds of decency and good taste as appropriate for a family facility.

LR.3.2b - Swimsuit attire and / or beachwear are not permitted inside the Lodge and Main Dining Room.

SECTION IV - LODGE PROCEDURE FOR USE OR RENTAL

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CLPOA. For use or rental of the Lodge facility, the appropriate forms must be completed and signed by the member, client or group representative.

LR.4.1 Facility Reservation, Use and Rental Agreement Required

A Facility Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event, any special requests and whether food / beverage will be required. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Lodge facility. The agreement further stipulates that CLPOA will not be responsible for loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost or expense. (For additional information on on-site catering services, refer to Section VI.)

LR.4.1a- Reservable Locations of the Lodge & Lighthouse Restaurant are as follows:

- Holiday Bay Room
- Pool View Room
- Sunset Beach Room
- Private Dining Room
- Sunset Lounge Terrace Patio (1/2 of patio may be used for private reservation with reservation fee)
- Front Lawn & Trellis

LR.4.2 Signed Contract Required

Whenever on-site catering services are required, the Food and Beverage department will provide a Catering Contract with all the particulars of the event or function including menu selections, pricing and any other requirements as agreed upon. The Catering Contract must be reviewed and signed accordingly. In addition, required deposit must be paid, as applicable. (For further information, refer to Section VI.)

SECTION V - LODGE POLICY FOR USE AND RENTAL OF FACILITIES

The following policy has been established by CLPOA for use or rental of the Lodge facilities.

LR.5.1 No Outside Food or Beverages Allowed without CLPOA Approval

Outside food service (i.e. catering) is not allowed. No one may bring outside food or beverages into the Lodge facility except as approved by the CLPOA. At the discretion of Lodge Management, outside food or beverages such as wedding cake, champagne or wine, etc. shall be allowed upon the condition that prior arrangements have been agreed upon with the member or client and Lodge Management. NOTE: All champagne and / or

wine provided by the client is subject to a corkage fee.

LR.5.2 Requirements for Outside Rentals

Any outside rentals (including chairs, tables or archways, etc.) must be arranged and paid for prior to the event.

LR.5.3 Requirements for Use of Decorations

Decorations may only be hung with an adhesive that does not “pull off” the paint (such as 3M Command Brand™). The CLPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks or any other material that may cause damage to the facility.

LR.5.4 Requirements for Use of Candles

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

LR.5.5 Removal of CLPOA Property Not Permitted

CLPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Lodge facility.

~~LR.5.6 Responsibility for Damages~~

~~The member or client is responsible for any loss and /or damage to equipment and /or property of the CLPOA / Lodge facility.~~

LR.5.7 No Funeral Services Allowed

The Lodge facility may not be reserved for the purpose of conducting a funeral service.

LR.5.8 Local Noise Ordinance Requirement

Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 11 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners. CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake’s Municipal Code, Chapter 11.30, Regulating Noise as the basis for this rule.

LR.5.9 CLPOA Requirements for Events with Fifty (50) or More Persons

When a member plans an event which may attract fifty (50) or more people thereby creating an unusually high traffic situation (pedestrian and / or vehicular), the following may be required:

LR.5.9a Schedule with Appropriate Personnel - Member, client or group shall schedule the event with appropriate personnel.

LR.5.9b Provide Diagram with Set-up - Member, client or group shall supply a diagram of the facility outlining the way in which the event will be set up for the day.

LR.5.9c Clear Facility Upon Conclusion of Event or Function - Member, client or group shall be responsible for making certain that all traffic (pedestrian and / or vehicular) is cleared from the facility (no later than an hour after the event).

LR.5.9d Additional Security Requirements - In the event that the member, client or group holds an occurrence in an area where there is a possibility the event will draw traffic to the area creating a public nuisance or unusually high traffic volume (pedestrian and / or vehicular), the member, client or group may be required to contract for additional uniformed Community Patrol Officers for the event.

LR.5.10 City Requirement for Special Event Permit for Events or Functions with Fifty (50) or More Persons

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit. NOTE: In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to the function or event.

SECTION VI - LODGE POLICY FOR ON-SITE CATERING SERVICES

The following policy has been established by CLPOA for on-site catering at the Lodge facility.

LR.6.1 Contract and Deposit Required

A signed contract and deposit are required for the confirmation of the date. NOTE: All prices are subject to change without notification, prior to signing the contract.

LR.6.2 Rental Period

Rental of the facility is as per the annual Schedule of Fees; any additional time must be arranged in advance at a charge per hour.

LR.6.3 Gratuity and Tax Required

Gratuity and sales tax will be added to the price of all food and beverage selections.

LR.6.4 Menu Selection Required Prior to Function or Event

Menu selection is required prior to the function or event.

LR.6.5 Final Guarantee Required

A final guarantee of the confirmed number of guests expected to attend is required prior to the function or event. NOTE: The number provided will be considered a minimum guarantee, not subject to reduction, for which the client will be charged.

LR.6.6 Final Payment Required

Final payment is required prior to the event.

LR.6.7 Bar Guarantee Required

A bar guarantee will apply, if required.

Restaurant Rules

Proposed Combined Rules

RESTAURANT RULES (RR)

NOTICE TO ALL MEMBERS: NOTICE TO ALL MEMBERS: Sections of this Property Owner's Manual include references to certain fees and / or costs that are required to be charged as approved by the Canyon Lake Property Owners Association (CLPOA). Failure to comply with any of these as set forth herein may result in applicable fine(s). For additional information, refer to the Schedule of Fees and Fines.

SECTION I - RULES FOR RESTAURANTS

The CLPOA owns and operates two restaurants, the Canyon Lake Country Club Bar & Grill (Country Club) and the Canyon Lake Lodge (Lodge). The Lodge facility consists of the building, decks, and walkways around it. The Country Club facility consists of the building, patio, and bar area. These rules have been established for both restaurants. The rules are to be adhered to by all members and guests. Anyone who refuses to comply shall be declined service and / or may be asked to leave at the discretion of management. NOTE: Rules relating to the service or consumption of alcoholic beverages are requirements from Alcohol Beverage Control (ABC) and therefore must be obeyed by law without exception.

RR.2.1 Only Persons Twenty-One Years of Age or Older Allowed to Purchase or Consume Alcoholic Beverages

No persons under the age of twenty-one (21) years will be permitted to purchase or consume alcoholic beverages in the Country Club or Lodge facilities premises.

Fine: \$100.00

RR.2.2 Only Persons Twenty-One Years of Age or Older Allowed to Sit at Bar

Persons under the age of twenty-one (21) years may not sit at the bar at the Country Club or Lodge facilities.

RR.2.3 No Alcoholic Beverages Allowed to Leave Premises

No alcoholic beverages will be permitted to leave the premises. NOTE: Alcoholic beverages have to be consumed within the boundaries of the Country Club or Lodge facilities.

Fine: \$50.00

RR.2.4 Right to Refuse Service

Service may be refused to any intoxicated or unruly member and / or guest.

RR.2.5 Golf Cart Parking in Designated Areas Only

All golf carts at the Lodge must be parked in designated vehicle parking spaces only.

Fine: \$50.00

RR.2.6 No Skateboards, Scooters, or Bicycles Allowed

Skateboard, scooters, and bicycles are prohibited in or around the Lodge facility and pool including all walkways and entryways.

Fine: \$50.00

RR.2.7 No Outside Solicitation Without Prior Approval

No tickets or articles of any kind shall be offered for sale on the Lodge or Country Club premises. No subscription list shall be circulated, nor advertisements or postings displayed. Specific exceptions must be approved by the CLPOA General Manager.

RR.2.8 Reporting Complaints

Any complaint(s) are to be made to Management. Customers, Members, and/or Guests shall not reprimand employees.

SECTION III - DRESS CODE POLICY FOR LODGE

Dress code requirements for the Lodge have been set forth by the CLPOA for both the restaurant and bar / patio area. All members and / or guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Lodge, may be declined service and / or asked to leave at the discretion of management.

RR.3.1 Shirts and Footwear Required at the Lodge Facility

In the Lodge facility including the dining room and bar / patio area, shirts and footwear are mandatory.

RR.3.2 Dining Room, Bar and Patio Attire

Attire for Main Dining Room is as follows:

RR.3.2a - Dress attire for dining is casual including, but not limited to, board shorts, tank tops, and sandals; however, all clothing worn by members and / or guests shall be within the bounds of decency and good taste as appropriate for a family facility.

RR.3.2b - Swimsuit attire and / or beachwear are not permitted inside the Lodge and Main Dining Room.

SECTION IV - DRESS CODE POLICY FOR COUNTRY CLUB

These dress code requirements for the Country Club have been set forth by the CLPOA for both the restaurant and bar. All customers, members and guests must adhere to the dress code. Anyone who refuses to follow the dress code shall not be permitted entrance to the Country Club, may be declined service and / or asked to leave at the discretion of Management.

RR.4.1 Casual Attire in Country Club

In the Country Club, overall dress attire is casual.

RR.4.2 Tasteful Attire Required

All clothing worn by customers, members and / or their guests shall be within the bounds of decency and good taste as appropriate. See posted dress code at Country Club.

RR.4.3 Shirts and Footwear Required at Country Club

Shirts and footwear are mandatory in the Country Club facility.

RR.4.4 No Short-Shorts Allowed

No short-shorts in both the restaurant and bar. NOTE: Shorts more than 5" above the knee must be 18" from the waistband to the hemline.

SECTION V - PROCEDURE FOR USE OR RENTAL

In addition to the policy set forth as outlined in the following sections, these procedures have been established by CLPOA. For use or rental of the Country Club or Lodge facility, the appropriate forms must be completed and signed by the member, client or group representative.

RR.5.1 Facility Reservation, Use and Rental Agreement Required

A Facility Reservation, Use and Rental Agreement must be completed and signed. On this agreement, it is important to provide information about the function or event, any special requests and whether food / beverage will be required. The agreement details terms, use and rental requirements and responsibilities, items that are allowed or not allowed at the Country Club or Lodge facility. The agreement further stipulates that CLPOA will not be responsible for the loss by reason of temporary use and occupancy of the facility and does not under any circumstances assume responsibility for any loss, liability, damage, cost, or expense. (For additional information on on-site catering services, refer to Section VI.)

RR.5.1a- Reservable Locations

Reservable Locations of the Country Club are:

- Country Club Dining Room
- Country Club Patio
- Magnolia Room.

The reservable locations at the Lodge are:

- Holiday Bay Room
- Pool View Room
- Sunset Beach Room
- Private Dining Room
- Sunset Lounge and Terrace Patio (1/2 of the patio may be used for a private reservation with a reservation fee)
- Front Lawn & Trellis.

RR.5.2 Signed Contract Required

Whenever on-site catering services are required, the Food and Beverage department will provide a Catering Contract with all the particulars of the event or function including menu selections, pricing and any other requirements as agreed upon. The Catering Contract must be reviewed and signed accordingly. In addition, required deposit must be paid, as applicable. (For further information, refer to Section VI.)

SECTION VI - POLICY FOR USE AND RENTAL OF FACILITIES

The following policy has been established by CLPOA for use or rental of the Country Club or Lodge facilities.

RR.6.1 No Outside Food or Beverages Allowed without CLPOA Approval

Outside food service (i.e. catering) is not allowed. No one may bring outside food or beverages into the Lodge facility except as approved by the CLPOA. At the discretion of Country Club or Lodge Management, outside food or beverages such as wedding cake, champagne or wine, etc. shall be allowed upon the condition that prior arrangements have been agreed upon with the member or client and Country Club or Lodge Management. NOTE: All champagne and / or wine provided by the client is subject to a corkage fee.

RR.6.2 Requirements for Outside Rentals

Any outside rentals (including chairs, tables or archways, etc.) must be arranged and paid for prior to the

event.

RR.6.3 Requirements for Use of Decorations

Decorations may only be hung with an adhesive that does not “pull off” the paint (such as 3M Command Brand). The CLPOA will not permit affixing of anything to the walls, windows, floor or ceiling with nails, staples, tacks or any other material that may cause damage to the facility.

RR.6.4 Requirements for Use of Candles

No open flame candles are permitted. All candles must be contained inside a candle holder and all candles must be in a container higher than the flame of the candle.

RR.6.5 Removal of CLPOA Property Not Permitted

CLPOA property (glassware, dinnerware, table service of any kind and tables) may not be taken from the Country Club or Lodge facilities.

RR.6.6 No Funeral Services Allowed

The Country Club or Lodge facilities may not be reserved for the purpose of conducting a funeral service.

RR.6.7 Local Noise Ordinance

Any reserved function or event must comply with the local noise ordinance. Local ordinances will be enforced. At 11 p.m., the volume for all music (live or recorded) must be turned down to reduce the disturbance of the nearby homeowners. The CLPOA has adopted Ordinance No. 101 from the City of Canyon Lake’s Municipal Code, Chapter 11.30, Regulating Noise, as the basis for this rule.

RR.6.8 CLPOA Requirements For Events With Fifty (50) Or More Persons

When a member plans an event which may attract fifty (50) or more people thereby creating an unusually high traffic situation (pedestrian and / or vehicular), the following may be required:

RR.6.8a Schedule with Appropriate Personnel - Member, client or group shall schedule the event with appropriate personnel.

RR.5.9b Provide Diagram with Set-up - Member, client or group shall supply a diagram of the facility outlining the way in which the event will be set up for the day.

RR.5.9c Clear Facility Upon Conclusion of Event or Function - Member, client or group shall be responsible for making certain that all traffic (pedestrian and / or vehicular) is cleared from the facility (no later than an hour after the event).

RR.5.9d Additional Security Requirements - In the event that the member, client or group holds an occurrence in an area where there is a possibility the event will draw traffic to the area creating a public nuisance or unusually high traffic volume (pedestrian and / or vehicular), the member, client or group may be required to contract for additional uniformed Community Patrol Officers for the event.

RR.6.9 City Requirement for Special Event Permit for Events or Functions with Fifty (50) or More Persons

Although CLPOA does not require a permit, all events having fifty (50) or more persons / guests at any one (1) time, will require a Special Events Permit from the City of Canyon Lake. It is the sole responsibility of the member, client or group to obtain the required special event permit from the City of Canyon Lake. Further, the City of Canyon Lake may or will shut down the function or event for failure to obtain the necessary permit. NOTE: In accordance with Canyon Lake Municipal Code, applications need to be filed thirty (30) days prior to

the function or event.

SECTION VII - POLICY FOR ON-SITE CATERING SERVICES

The following policy has been established by CLPOA for on-site catering at the Country Club or Lodge facilities.

RR.7.1 Contract and Deposit Required

A signed contract and deposit are required for the confirmation of the date. NOTE: All prices are subject to change without notification, prior to signing the contract.

RR.7.2 Rental Period

Rental of the facility is as per the annual Schedule of Fees; any additional time must be arranged in advance at a charge per hour.

RR.7.3 Gratuity and Tax Required

Gratuity and sales tax will be added to the price of all food and beverage selections.

RR.7.4 Menu Selection Required Prior to Function or Event

Menu selection is required prior to the function or event.

RR.7.5 Final Guarantee Required

A final guarantee of the confirmed number of guests expected to attend is required prior to the function or event. NOTE: The number provided will be considered a minimum guarantee, not subject to reduction, for which the client will be charged.

RR.7.6 Final Payment Required

Final payment is required prior to the event.

RR7.7 Bar Guarantee Required

A bar guarantee will apply, if required.