

East Lake

Homeowners' Association

East Lake Homeowners' Association • P.O. Box 533 • Auburn, AL 36831-0533

CLUBHOUSE RESERVATION

TERMS & CONDITIONS - TO RESERVE THE CLUBHOUSE, PLEASE EMAIL THE COMPLETED FORM TO : eastlakehoaauburn@gmail.com

- The East Lake Homeowner (Sponsor) renting the facility is responsible for all setup, cleanup, and any damages. Rental is for inside the clubhouse and does not include the patio and pool area.
- The Sponsor (East Lake Homeowner) agrees to indemnify and hold harmless East Lake Subdivision Homeowners Association, Inc., its Board of Directors from all claims of liability by Sponsor or attendees arising from the use of the facility. The sponsor is responsible for all actions of their guest. All state and local laws apply.
- No glitter, confetti or silly string is allowed inside or outside the facility. Nothing may be attached via glue, tape, thumbtacks, nails, or other adhesive to any surface including, but not limited to, walls, doors, trim, floors, or exterior surfaces.
- The Sponsor (homeowner) furnishes trash bags. All garbage must be placed in the city cans located outside after the event. Any overflow trash must be removed from the property.
- Children under 18 must be always supervised by an adult and must stay in the clubhouse or patio/pool area during the event.
- **The Sponsor must complete the reservation request at least seven days in advance of the event. Reservation will be confirmed by email upon receipt of reservation form and check. If cleaning service is used the \$100 fee for this must be included in the check.**
- The clubhouse and the pool are tobacco free facilities. No grilling or cooking of any type is allowed on the covered patio area or pool deck.
- The pool and the covered patio area will remain open to East Lake residents during your event.
- The event must end by 10:00 pm unless a later time is approved in advance by the Board of Directors. All vehicles must be parked in the clubhouse parking lot.
- All tables and chairs must be returned to the storage room. The kitchen and floors must be cleaned. Countertop should be wiped, and all decorations removed. There should be no food left in the refrigerator. Turn off all lights when exiting.
- Maximum occupancy for the clubhouse is 79 persons. The clubhouse rental fee is \$150 per event, per day and must be submitted within five (5) days of reserving the event. Any variance of these rules must be approved by the board prior to your event. Make checks payable to East Lake HOA and mail to P O BOX 533 Auburn, AL 36831-0533.

The clubhouse address is 1599 Marley Lane, Auburn, AL 36830

- I, the undersigned, hereby acknowledge that I have read, understand, and agree to all the terms and provisions of this agreement and that the charges and terms are acceptable.
- Tables and seating available for your event - 4 oblong tables 6 ft long, 30" wide and 29" tall; 10 round tables 60" wide and 29" tall, 80 folding chairs

Signature Homeowner/Sponsor

Date

Name of person you are sponsoring

Date(s) of Function:	
Estimated # of Guests:	
Time of Function:	
Contact Name:	Contact E-mail:
Mailing Address:	
Telephone Number:	

