

**WOODLAND MANOR HOA
CLUBHOUSE EVENT CONTRACT**

This **Clubhouse Event Contract** ("Contract") is entered into on this ____ day of _____, 20____, by and between **Woodland Manor Homeowners Association, Inc.** ("HOA") and _____ residing at _____.

Event Date: _____

Event Time: From ____ AM/PM to ____ AM/PM (No event held at the Clubhouse may surpass 8:00pm EST)

Purpose of Event: _____

**Each Homeowner within Woodland Manor is entitled to 2 events per year (Jan 1-Dec 31) free of charge. Each additional event held at the clubhouse will require a \$25 rental fee. Rental Fee must be paid in full 5 business days prior to the event.*

By signing below, Homeowner agrees to the following terms and conditions for the use of the Woodland Manor HOA Clubhouse ("Clubhouse") for the above specified event:

I. LIABILITY AND WAIVER

- **Assumption of Risk:** Renter understands that they are solely responsible for the safety of their guests and assumes all risks associated with the use of the Clubhouse.
- **Liability Waiver:** Renter releases and discharges the HOA, its board members, and agents from any and all liability, claims, or demands arising from personal injury, illness, property damage, or loss incurred during or as a result of the event.

II. RULES AND RESPONSIBILITIES

- **Eligibility:** Homeowner must be current on HOA dues and may not have any outstanding violations in order to hold an event at the Clubhouse.
- **Event Timing Restrictions:** Events held at the Clubhouse must end no later than 8:00pm, including cleaning of the Clubhouse. Any event that surpasses the 8:00pm end time is subject to event termination by an HOA Board Member.
- **Noise Levels:** Homeowner will maintain a reasonable noise level in accordance with HOA guidelines and local noise ordinances.
- **Pre-Event Checklist:** A walk-through with an active HOA Board Member must be completed before the Homeowner can begin setup for the event. A "Pre-Event Checklist" must be completed and signed by both the HOA Board Member and the Homeowner.
- **Cleanliness:** The Homeowner is responsible for ensuring the Clubhouse is returned to its original, clean condition immediately after the event. This includes but is not limited to:

- **Trash Removal:** All trash, decorations, and personal items must be removed from the premises.
- **Floor Cleaning:** All floors must be swept and mopped, with spills cleaned thoroughly.
- **Surface Cleaning:** All tables, countertops, and other surfaces used must be wiped clean.
- **Restrooms:** Restrooms must be left in a sanitary condition, with no trash or personal items remaining.

Following the event, the Renter must complete an 'Post-Event Checklist' immediately to document the final condition of the Clubhouse. The HOA Board reserves the right to inspect the building, within 24 hours, after the event for cleanliness and property damage.

- **Cleaning Fee:** If the Clubhouse is not cleaned to the standards listed above, a \$50 cleaning fee will be billed to the Homeowner.
- **Alcohol Policy:** NO alcoholic beverages are permitted on the grounds of the Clubhouse.
- **Prohibited Activities:** Smoking, illegal substances, and open flames are strictly prohibited within the Clubhouse and surrounding property. Children must be supervised by an adult (18+) at all times.

III. DAMAGES AND INDEMNIFICATION

- **Damages:** Homeowner is liable for any damages or losses caused to the Clubhouse, furniture, or other property during the event. Homeowner agrees to reimburse the HOA for any and all repair costs.
- **Indemnification:** Homeowner agrees to indemnify and hold harmless the HOA from any claims, damages, liabilities, or expenses arising from their event, including attorney fees if applicable.

IV. AGREEMENT

By signing below, the Homeowner acknowledges that they have read, understood, and agree to abide by the terms and conditions of this Clubhouse Usage Contract. If conditions are not followed, Woodland Manor HOA reserves the right to immediately terminate the event.

Homeowner's Signature: _____

Date: _____ **Phone Number:** _____

HOA Representative Signature: _____

Date: _____