

## **ARDEN TRACE CLUBHOUSE RENTAL AGREEMENT, PAGE 1 OF 2**

The rental fee is \$150.00, payable via cash or check (made payable to ATHA). A separate damage deposit check for \$150.00 (which is held and returned after the party walkthrough) is also required in advance, along with this signed rental agreement, to reserve the clubhouse.

Your event should conclude and all attendees must be off the property no later than 11:00 p.m.

Please leave the clubhouse in the condition you found it, to include:

### **KITCHEN**

- (a) Clean sink and counter top with cleaner.
- (b) Check microwave, refrigerator, and freezer for leftover food items (This includes ice.)
- (c) Sweep floor.

### **RESTROOMS**

- (a) Clean sink
- (b) Check toilets to make sure they are flushed (scrub brush if needed)
- (d) Sweep floor

### **MAIN LIVING AREA**

- (a) Arrange furniture back into same position that you started with.
- (b) Wipe down tables and chairs.
- (c) Make sure to take down ALL decorations including any fly-away balloons.

PLEASE TURN THERMOSTAT UP TO 78 DEGREES IN THE SUMMER AND DOWN TO 60 DEGREES IN WINTER AFTER YOUR PARTY.

PLEASE PUT ALL TRASH BAGS IN THE BINS PROVIDED TO THE RIGHT OF THE CLUBHOUSE. DO NOT LEAVE TRASH BAGS IN THE CLUBHOUSE.

LASTLY, PLEASE MAKE SURE ALL DOORS ARE LOCKED.

RENTER MUST BE A HOMEOWNER AND MUST BE PRESENT FOR THE DURATION OF THE PARTY AND CLEAN UP! NO MORE THAN 30 GUESTS ARE ALLOWED AS PART OF THE RENTAL EVENT. **THE RENTAL IS FOR THE CLUBHOUSE ONLY AND DOES NOT INCLUDE THE POOL AREA. IF GUESTS OF YOUR EVENT ARE FOUND INSIDE THE GATED POOL AREA, INCLUDING THE POOL, THE POOL PAVILLION, AND THE COVERED AREA BEHIND THE CLUBHOUSE, YOUR DAMAGE DEPOSIT WILL NOT BE RETURNED.**

Your deposit check will be returned following clubhouse inspection the day after your event, provided the clubhouse is clean, there is no damage or missing items, and provided you have not been found to have broken the rules of this agreement. Should damage or missing items be noted, your deposit will be forfeited up to the repair/replacement cost. Any repair or replacement costs exceeding your deposit amount will be your financial responsibility.

PLEASE SEE PAGE 2 FOR INFORMATION TO BE PROVIDED FOR RENTAL AGREEMENT.

# **ARDEN TRACE CLUBHOUSE RENTAL AGREEMENT, PAGE 2 OF 2**

Please complete the information below and return, along with your deposit (\$150.00) and rental fee (\$150.00) checks to:

Chris Biggerstaff  
4395 Laurian Drive  
chrisbiggerstaff@yahoo.com

RENTAL DATE \_\_\_\_\_ TIME TO BE UNLOCKED \_\_\_\_\_ EVENT END TIME \_\_\_\_\_

PLEASE PROVIDE A VERY BRIEF DESCRIPTION OF THE TYPE OF EVENT YOU ARE HOSTING:

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PRINT RENTER'S NAME \_\_\_\_\_

RENTER'S ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

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SIGNATURE OF RENTER

DATE