

PARTY ROOM RESERVATION FORM

HOURS: Sunday- Thursday 8a.m. to 10p.m. Friday and Saturday 8a.m. to 12 midnight.

Reservation Date: _____ Time: _____ Number of Guests _____

Resident Name: _____ Phone #: _____

Address _____ Email Address: _____

Rental Fee: \$100.00

Deposit Fee: \$100.00****

Rental and Deposit fees must be written in two (2) separate checks. Your deposit check, remaining, will be returned to you after the party room has been inspected and the Rental Policy and Deposit Refund Policy have been followed in its entirety.

Reservations are confirmed only upon receipt of the rental fee and the deposit, which must be received at least one (1) week prior to the reservation date. Verbal or written requests will be tentatively placed on the calendar pending payment of the rental fee and deposit. The rental of the Part Room is strictly on a first come first payment basis.

RENTAL POLICY

- The clubhouse party room may be rented by a resident only.
- The lower floor facilities and pool are NOT to be used by party guests. Guests are not to use any area outside the party room.
- The resident reserving the party room must be present when the party is held.
- There must be one (1) adult for every six (6) minors in attendance.
- No alcoholic beverages are to be served at teenage parties or to any person under the age of 21.
- No live, amplified music will be allowed.
- Management reserves the right to check on parties in progress.
- Have guest use east side outdoor stairs whenever possible.
- Do not leave clubhouse front door propped open.
- No partying on outside balconies after 10p.m.
- No Smoking in the clubhouse or on the balconies. Make sure grounds are clean of cigarette butts.
- Guests must adhere to parking rules or face the problem of car impoundment.
- Additional visitor parking may be available in the RV lot (if space is available, but not guaranteed).

DEPOSIT REFUND POLICY

- The party room must be left completely clean right after the party or prior to 12:00 noon the following day.
- Bring your own cleaning supplies.
- Vacuum the clubhouse, entry way and stairs (vacuum provided).
- Clean and wash bar & kitchen area completely including floor, walls, stove & refrigerator.
- Clean tables and furniture.
- Garbage must be removed and garbage cans cleaned with new trash liner.
- All lights and fireplace must be turned off.
- Both restrooms must be cleaned thoroughly.
- Heat turned down to 55` and A/C set to 85`
- Return folding tables and chairs to where you found them stored.
- Secure sliding glass doors.
- Padlock the party room and RV parking gates. Make sure the clubhouse door is locked.
- Return the RV gate key to the clubhouse drop box.

A member of the management committee will inspect the center on the following day. If for any reason it is not acceptable, a \$20.00 per hour cleaning charge will be assessed and taken out of the deposit. After everything is found to be acceptable, your remaining deposit will be returned within five (5) workdays of the inspection.

RENTAL AGREEMENT STATEMENT

I _____ have read the above Rental & Deposit Refund Policy. I understand that as a party room renter, I assume all financial responsibility for cleaning and damages in excess of the deposit.

Signature: _____ Date: _____