

**HOBBIT'S GLEN**  
**CLUBHOUSE RESERVATION**  
**FORM**  
9-12-21

Owner's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Hours: \_\_\_\_\_

Number of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Personal- An owner in good standing reserves the  
clubhouse. **Rental:** \$50.00 **Deposit:** \$100.00

\_\_\_\_\_ Commercial-An owner in good standing reserves the  
clubhouse for a church event, company party, etc.  
**Rental:** \$100.00 **Deposit:** \$200.00

This page only must be completed in full and signed. Include your two checks and mail  
to: Memphis Managers  
P.O. Box 955  
Cordova, TN 38018-0955

Or you may leave it in the mailbox located in the rear door of the clubhouse no later than  
five days from the date of your reservation.

**PLEASE READ THE FOLLOWING RULES AND REGULATIONS FOR RENTING THE CLUBHOUSE BEFORE SIGNING.**

- **THE OWNER MUST BE IN ATTENDANCE AT ALL TIMES.**
- In order to respect the privacy of owners living in the immediate are of the clubhouse, partying must be conducted within the clubhouse. The pool, tennis court, and basketball area may not be used in conjunction with your reservation.
- All functions must end by 1:00 a.m.
- Music and entertainment must be kept to a level which does not disturb adjacent residents. Live bands are prohibited. If a complaint is received by the management company, your party will be stopped and your deposit will be forfeited.
- Parties are limited to 75 guests per the Germantown Fire Department.
- The clubhouse is a smoke free building. Chairs and ashtrays are provided on the front porch of the clubhouse for smokers.
- Due to the limited number of parking spaces, you must instruct your guests where they can park. The parking spaces in the community are: in front of 1690 – 1699 Hobbits Glen Dr., the parking spaces on Whitemarsh and at the end of Crooked Cree. If the available parking spaces are full, you can have them park at the Germantown Centre and shuttle them back to the clubhouse. Any vehicles parked in a Fire Lane are subject to being ticketed or towed at the owner's expense.
- Children and teenage parties required the owner to be in attendance at all times.
- Decorations may be used but not attached to the wall or light fixtures.
- The clubhouse must be completely cleaned and all trash bagged and placed in the receptacles on the west side of the clubhouse. In addition, the following must also be done in order to get your full deposit returned: all tables dusted, countertops wiped off, empty all trash cans, wash dishes, dispose of leftover food and drink, sweep kitchen and bathroom floors, vacuum carpets, turn off HVAC, and turn off all lights.
- Report any damage to Memphis Managers immediately. If the clubhouse is not cleaned and damage is evident, your entire deposit will be forfeited. If damage exceeds the amount of your deposit, the owner will be responsible for all repairs.
- Please forward two checks with your reservation, one made payable to Hobbit's Glen HOA for your rental amount, and one for your deposit. Your deposit will be mailed back to you within ten days.
- Infraction of the rules may disqualify applicant from reserving the clubhouse for one year.
- The key for the clubhouse may be obtained from a member of the board. Please call a board member in advance to arrange to pick up and return the keys. Also, the Board member will check the clubhouse with you prior to your reservation and check the clubhouse when you return the key.

## CLUBHOUSE CHECKLIST

ITEM	YES	NO	OTHER
<b>Entry</b> Floor cleaned Table dusted	 _____ _____	 _____ _____	
<b>Ladies' Bathroom</b> Trash can empty Vanity cleaned Floor clean	 _____ _____ _____	 _____ _____ _____	
<b>Men's Bathroom</b> Trash can empty Vanity cleaned Floor clean	 _____ _____ _____	 _____ _____ _____	
<b>Party Room</b> Nothing attached to ceiling or walls Furniture returned to proper place Fireplace clean Tables wiped clean Carpet vacuumed	 _____ _____ _____ _____ _____	 _____ _____ _____ _____ _____	
<b>Kitchen</b> Garbage can empty Oven clean Sink clean Countertop clean Floor swept Dirty dishes in dishwasher or put up	 _____ _____ _____ _____ _____ _____	 _____ _____ _____ _____ _____ _____	
<b>Billiard Room</b> Carpet Vacuumed Pool tables covered No items missing Extra chairs lined against wall	 _____ _____ _____ _____	 _____ _____ _____ _____	

If there is a question regarding any item, please inform the owner who signed the Reservation Form that the deposit will be held until the next scheduled Board of Directors meeting for further discussion.

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Owner Responsible

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Board Member

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Date