

WATERFRONT HOMEOWNERS ASSOCIATION

CLUBHOUSE RESERVATION CONTRACT

This form must be completed by a member of the Waterfront Homeowners Association and submitted to the designated member of the Board of Directors or the Property Manager for approval not later than 2 weeks prior to the date of the function, along with 2 checks, a security deposit for damages of \$200 (refundable) and a rental fee of \$50 (nonrefundable).

The undersigned is a member of the WHOA and requests to reserve the clubhouse for a private function and agrees to be bound by all of the following:

1. Date of the proposed function _____
2. Beginning Time: _____ Ending time _____
3. Describe the function _____
4. My townhome will/will not be involved in this function (circle one)
5. Alcohol will/will not be served at this function (circle one)
6. The person renting the clubhouse MUST be present at all times.
7. Attached to this application is a damage deposit check for \$200 payable to Waterfront HOA and will be held until the clubhouse has been checked for damage and released by a member of the Board of Directors.
I acknowledge that this check may be applied toward any damage as an initial payment against any damage incurred during this function by any party whatsoever. I agree to be personally responsible for any damage, either to persons or property, in any way arising out of the function applied for.
8. Further, if alcoholic beverages are served at this function, I agree that all laws, regulations and rules concerning alcoholic beverages will be adhered to and that I will be in attendance at all times. I will oversee the distribution of alcoholic beverages and agree that no person shall be served alcohol to the extent that they shall become intoxicated, and should they become intoxicated they shall not be allowed to leave the premises if driving a motor vehicle; and I agree to indemnify and hold harmless the Waterfront HOA from any and all debts, claims, suits, attorney's fees or other claims or liability incurred as a result arising out of the sale, furnishing or distribution of alcoholic beverages to any person at the function, regardless of cause, location, or time of the injury or damage.
9. Rental of the clubhouse **DOES NOT INCLUDE USE OF THE POOL**. This would have to be approved by the Board of Directors.
10. I acknowledge that the Board of Directors shall have the right to refuse this application or to cancel this function at any time if the function is judged not to be in accordance with the rules and regulations of the association.

11. I agree that all other rules and regulations governing the clubhouse, pool, and common areas shall be followed at this private function.

APPLICANT _____

DATE _____

UNIT # _____

TELEPHONE _____

I have read this agreement in its entirety and clearly understand there is to be no smoking in or around the clubhouse and that use of the pool is not included in this agreement

Signature

Date

WATERFRONT CLUBHOUSE CHECKLIST

You are required to clean the clubhouse. Your \$200 security deposit is being held for this purpose. You must be present at all times during the period of the clubhouse is in use. Use the clubhouse for commercial sales is NOT permitted. The Waterfront Homeowners Association will not be help liable for any alcohol related injury or occurrence.

PLEASE CAREFULLY FOLLOW THE CLEAN UP CHECKLIST. THE CLUBHOUSE WILL BE INSPECTED AFTER YOUR FUNCTION. THE CHECKLIST MUSST BE COMPLETED AND THE KEY RETURNED TO RECEIVE THE RETURN OF THE SECURITY DEPOSIT.

GENERAL

- **Return ALL furniture to proper place**
- **Clean tables of all food debris – WIPE TABLES**
- **Vacuum ALL carpeting**
- **Remove ALL trash**

KITCHEN

- **Empty all trash & replace can liners**
- **Wipe down sinks & counter tops**
- **Sweep floor, wipe up any spills or spots (mop if necessary)**

BATHROOMS

- **Flush toilets**
- **Empty trash & replace can liners**
- **Clean sinks of any paper or debris**
- **Sweep floors**

LEAVING BUILDING

- **Turn off all lights (inside & outside)**
- **Remove all personal items you may have brought**
- **Reset Heat/Air thermostat (78 summer, 64 winter)**
- **Local ALL doors – 4 upstairs & 2 downstairs including door to bathrooms**
- **Sign & leave this sheet on kitchen counter**
- **Return clubhouse key to designated board member**

A member of the Board or Directors will inspect clubhouse after your function

(Signature)
PLEASE LEAVE ON KITCHEN COUNTER