



Candlelight Hills Civic Association, Inc.
18600 Burnt Candle Drive - Spring, Texas 77388

Clubhouse Recreation Room Rental Agreement 1 of 3

The Candlelight Hills clubhouse is available for rental by voting members of the Candlelight Hills Civic Association, Inc. that are in good standings. *“Voting Member shall mean and refer to those members who are current in payments of all assessments, due and/or charges”.*

There is a rental charge of \$150.00 per day. The \$150.00 rental charge may be paid by check, but it **MUST** be received ten (10) business days prior to the scheduled event. If payment is received in less than ten (10) business days prior to the reserved date, the rental fee **MUST** be paid in certified funds such as a cashier’s check or money order. **A \$250 SECURITY DEPOSIT IS REQUIRED TO RESERVE A RENTAL DATE, WHICH ARE SCHEDULED ON A FIRST COME, FIRST SERVE POLICY. NO DATE WILL BE CONSIDERED CONFIRMED WITHOUT ANY PAYMENT MADE.** Payments made by check **MUST** be received ten (10) business days prior to the rental date. If rental payment is received less than ten (10) business days prior to the rental date, it **MUST** be paid in certified funds such as cashier’s check or money order. All monies received by the Association are deposited upon receipt. The security deposit, less any repair cost or penalty fees will be returned within thirty (30) days of an acceptable inspection of the premise. An inspection includes, but is not be limited to; furniture, fixtures, equipment, and grounds. The interior areas **MUST** be returned clean and the parking ground free of garbage, beverage and/or food containers, household garbage, etc.

This agreement includes the use of the clubhouse, access to the public rest rooms, and designated surface parking areas only. This rental agreement **DOES NOT** include use of the apartment located upstairs, swimming pool, or tennis court areas. If you are interested in using the swimming pool for your private event, please contact the rental coordinator for additional information including possible additional fees associated with the use of the pool.

The following be **MUST** obeyed -

1. Renter(s) **MUST** be a Voting Member(s) of the Association provided they are at least 21 years of age.
2. Members renting the clubhouse must be present during the **ENTIRE** time of the event.
3. Firearms and fireworks are **prohibited** on the Candlelight Hills recreation park, parking lot or grounds.
4. Access to the clubhouse, bathrooms, and hallways shall remain unlocked and doorways shall remain clear during the rental period to assure safe exits.
5. Decorations can only be **“free standing”**.
6. Staples, nails, screws, tape and glue are **prohibited**.
7. Access to the clubhouse will only be on the day of the event. If prior access is required, an additional day’s rental fee will be paid.
8. **Thermostats MUST be returned to 80 degrees (COOL) position at the conclusion of your event. Failure to reset the thermostats will result in an additional utility fee of \$25, deducted from the security deposit to offset utility cost.**
9. All events **MUST** conclude no later than 1:00AM. Members expecting an event to continue beyond 1:00AM **MUST** submit a written request to the Board of Directors. Events that continue beyond 1:00AM without prior Board approval may result in forfeiture of the security deposit.
10. The interior of the clubhouse, bathrooms, and exterior hallways are **NON SMOKING** areas.

Member/Renter Signature _____ Date _____

By signing this agreement, you are bounded by its rules and regulations as well as be responsible for all/any repairs and/or damages caused during the rental period.



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- 11. Members renting the clubhouse are financially responsible for repairs to any damage caused to the facilities, furniture, fixtures, equipment, or grounds during the event, even if the damage is in excess of the deposit. Members are also responsible and accountable for the security of the facility keys. In the event, keys are stolen or misplaced, the Member will be financially responsible to replace the keys and the locks that those keys open.
- 12. Members serving alcoholic beverages will be required to employ a minimum of one (1) law enforcement officer, Harris County Sheriff’s Deputy, or Harris County precinct 4 Constable, for groups up to 100 people, and two (2) law enforcement officers for groups over 100. The law enforcement officer(s) cannot be the renting Member or a guest(s) of the Member’s event. The cost for law enforcement services will be the sole responsibility of the Member. If it is determined that alcoholic beverages are served, and no law enforcement office(s) has been employed, the event **MUST** be concluded immediately, and the security deposit is forfeited. Prior to the event Member is required to provide an invoice showing the employment of a law enforcement officer(s).
- 13. Members renting the clubhouse, including the surrounding grounds, will ensure compliance with all laws enacted by the State of Texas and be responsible for the reasonable conduct of the Members and their guests. The Member(s) renting the clubhouse will be responsible for notifying the Harris County Sheriff’s Department, Harris County Constable’s Office, or 911 should an incident occur. If an incident occurs that requires intervention by the Sheriff’s Department, Constable’s Office, or 911 assistance; the Member agrees that the event will concluded immediately and understand that the rental fee is forfeited.
- 14. The Candlelight Hills Board of Directors may amend these rules governing the rental of the clubhouse, as they deem appropriate. Members renting the clubhouse will be provided with a copy of these rules at the time of the rental, along with a clean-up checklist.
- 15. Members agree to indemnify and hold the Candlelight Hills Civic Association, Inc. its agents, employees, officers, and directors harmless from and against any and all injuries, losses, and/or damages sustained by any person(s), whether associated with the member or not, arising directly or indirectly out of or related to the Members use of the facilities.

Note here any existing damage you may find during initial walk-through _____

Member/Renter Signature _____ Date _____

By signing this agreement, you are bounded by its rules and regulations as well as be responsible for all/any repairs and/or damages caused during the rental period.



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Renter's Name _____ Date _____

Home Address _____

Best Contact Telephone _____ Home Mobile Office

Email Addrss _____

Date of Rental _____ Time of Event Duration _____

Purpose of Rental _____

Will Alchohol be Served? No Yes If yes, how many constable/sherrif reserved _____
Remember constable/sherrif can not be a guest at the event.

Renter's Signature _____

I hereby fully agree to abide by the terms set forth in this clubhouse rental agreement. By signing this agreement, I will be bounded by its rules and regulations as well as be responsible for all/any repairs and/or damages caused during the rental period.

Checks payable to **ACMI c/o Candlelight Hills Clubhouse Rental / 12603 Louetta Rd, S-101 – Cypress, Texas 77429**

FOR INTERNAL USE		
Date of Rental Check Received _____	Check # _____	Amount _____
Date of Deposit Check Received _____	Check # _____	Amount _____
Date & Time of Key card Returned _____	Pickup by _____	
Date & Time of Key card Returned _____	Turned by _____	
Inspection BEFORE Event By _____		Date _____
Was Lessee/Renter Present During Inspection? No <input type="checkbox"/> Yes <input type="checkbox"/>		
Inspection AFTER Event By _____		Date _____
Was Lessee/Renter Present During Inspection? No <input type="checkbox"/> Yes <input type="checkbox"/>		
Alcohol Served? No <input type="checkbox"/> Yes <input type="checkbox"/> If yes, Constables Invoice Received & Attached? No <input type="checkbox"/> Yes <input type="checkbox"/>		



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Clubhouse Recreation Room Rental Checklist

- ___ 1. Remove all items from refrigerator and freezer.
- ___ 2. Remove all items brought into the facility.
(Do not leave anything in the cabinets or on the counters.)
- ___ 3. Remove all decorations.
- ___ 4. Turn off oven and stove top.
- ___ 5. Wipe down tables and chairs and return to the storage closets.
- ___ 6. Wipe down all surfaces – counters, microwave, refrigerator, freezer, stove top.
(Use stove top cleaner provided.)
- ___ 7. Sweep floor.
- ___ 8. Spray floor with vinyl floor cleaner (provided) and mop with clean water.
(Use designated mop and bucket in women's restroom.)
- ___ 9. Clean restrooms.
(Counters wiped, floors mopped, toilets flushed, and trash removed. Use designated mop and bucket.)
- ___ 10. Remove all trash and place in the dumpster in the parking lot.
- ___ 11. Turn thermostats to 80 degrees-COOL.
- ___ 12. Turn off all lights.
- ___ 13. Lock all doors and gates.
- ___ 14. Return key card.

****PLEASE DO NOT DRAG TABLES ACROSS THE VINYL FLOOR.
PICK THEM UP AND MOVE THEM TO THE DESIRED LOCATION.**

****PREP TABLE AND COUNTERS ARE NOT TO BE USED AS A CUTTING BOARD.**

Member/Renter Signature _____ Date _____