



### **Clubhouse Reservation Guidelines**

- Book in advance with the Activity Committee Chair.
- Complete Clubhouse Reservation form located on the NMP website.
- If event is private (**not open to the entire neighborhood**) a \$50 fee (non-refundable) is charged as well as a \$100 deposit (refundable). Two checks are required with the form to reserve. Checks are to be made out to Northminster Place HOA.
  - \$50.00 nonrefundable fee. Cleaning supplies are provided. You must bring all other supplies you might need.
  - \$100.00 refundable deposit. (If clubhouse is left clean and the way you found it, deposit will be returned after inspected).
- One day prior to the event the Hospitality Director will provide an access code key lockbox located to the right of the clubhouse entrance. Directions for access will be provided.

### **Clubhouse Rules**

Do not block homeowners' driveways.

No smoking is allowed on the property.

Do not mark or penetrate walls. Command strips are allowed if can be removed cleanly.

Floors must be Vacuumed and cleaned (vacuum located in closet to the left of the main meeting room in closet).

Make sure all bathrooms are clean.

Flush all toilets and urinals.

Leave no trash in clubhouse or on property, trash must be taken away.



### **Clubhouse Rules cont.**

All decorations must be removed on departure.

Turn off all lights

Ensure all doors are locked before exiting.

Return key to the lock box.

The day after your event the clubhouse will be inspected to ensure it is clean and nothing has been damaged.

If everything is in order the \$100 deposit check can be picked up from the Activity Committee Chair.

### **Clubhouse Event Thermostat Settings**

**Summer** – Set no lower than 72 degrees and return to 77 degrees upon departure.

**Winter** – Set no higher than 72 degrees and return to 68 degrees upon departure.

### **Clubhouse Inventory**

Seven 29 ½ x 72 tables

One Card Table

53 Chairs (3 are card table chairs)

Refrigerator/Ice Maker

Garbage Disposal

Microwave

Coffee Maker (please use your own coffee, creamer, sugar, etc.)

Commercial coffee maker and non-commercial coffee maker

**Leave chairs/tables in original configuration as found when leaving.**