

PRIVATE PARTY CLUBHOUSE RENTAL AGREEMENT (4-10)

Date to be reserved: _____

Member's Name: _____ Lot # _____ Phone #: _____

Type of Event: _____ Hours: from ___ to _____

Attendance Expected (Maximum 134): _____ Music? _____ Alcohol to be served? _____

Props to be used: _____

Crown Hills Community Association ("CHCA") agrees to rent the Clubhouse facilities (Ballroom and Kitchen), 1821 Victoria Park Terrace, to the above Member, on the date requested, subject to the provisions, limitations, terms and conditions herein, all of which are agreed and assented to by the Lessee.

Use Fee: \$65.00 Security Deposit: \$300.00

Funds are due at the time of reservation, payable by two separate checks, both drawn on the account of the Member. Checks from non-members will not be accepted.

TERMS and CONDITIONS for Rental of the Clubhouse:

1. **Association Rules** do not permit business or commercial meetings (not related to Crown Hills), church and/or religious functions, school-sponsored events, fraternal or service-organization functions, and commercial, "for profit" solicitations or offerings. Decisions by the Office Administrator may be appealed to the Board of Directors.
2. **Member in Good Standing** Requests will be considered only if the requesting Member is current in payments for all assessments, dues; fines; and rental fees due to the Association. If Member becomes delinquent after the reservation is accepted, but before the date of the event, the reservation will be cancelled.
3. **Hours of Use** Use of the Clubhouse is permitted from 8:00 am to 10:45pm for setup and cleanup. The building must be vacated no later than 11:00 pm, unless prior written approval has been authorized by the Office Administrator.
4. **Parking** on Gentian Way. There is to be **NO PARKING** on Gentian Way.
5. **Member in attendance.** The Member-host must be 21 years of age or older and **MUST BE IN ATTENDANCE AT ALL TIMES** during the event. The Member is responsible for guests' behavior and damages to facilities, furniture, fixtures, etc. of the Clubhouse or its surroundings.
6. **No Reservations** The Clubhouse may not be reserved when CHCA-sponsored meetings or events are scheduled, on national holidays, Christmas Eve and Day, New Years Eve and Day, or on Superbowl Sunday.
7. **No offensive conduct**, including, but not limited to, excessively loud or offensive music or language.
8. **Alcohol restrictions.** Alcohol may be consumed inside the Clubhouse only. Alcohol may not be consumed by minors.

9. **Kitchen facilities.** Kitchen facilities must be thoroughly cleaned after use. The refrigerators and dishwashers must be emptied and cleaned.
10. **Prohibited activities,** include, but are not limited to, scattering confetti, rice, piñata stuffing, or bubbles. No wet bathing suits or feet are allowed in the Clubhouse. "For profit" activities are prohibited.
11. **Cleaning.** The Member must provide cleaning supplies and trash bags. Floors must be mopped or vacuumed; tables and chairs must be cleaned and returned to their storage location. Furniture must be cleaned and returned to original positions. All trash, garbage and personal items must be removed from the Clubhouse. Restrooms must be cleaned and trash removed. Balloons, ribbons, streamers, thumbtacks, scotch tape, etc. must be removed from walls, windows, doors and anywhere else they have been placed. If the Clubhouse is found not to be in good order after a previous rental, contact the manager or call the office and leave a message detailing infractions. If possible, take a digital picture and email it to
12. **Secure facilities.** All doors must be closed during the entire event, except for entering and exiting. If used, the television and sound system must be turned off. Kitchen appliances and lights must be turned off. After the event, all doors must be locked and deadbolted. Keys must be returned to the Office Administrator before the Security Deposit will be returned to the Member. The keys may be returned through the Office mail slot.
13. **Charges.** The Office Administrator may levy additional charges against the Member's Security Deposit as necessary, for failure to clean facilities, damages, or other breaches of this contract. A minimum of \$25.00 will be assessed for each infraction of the terms of this Agreement. Charges assessed by the Office Administrator may be appealed to the Board of Directors.

By my signature below, I hereby agree to abide by the terms and conditions of this Contract:

Signature of Member *Date*

Endorsement by CHCA Representative (Reservation is not effective until approved):

Disapproved _____

Reason for Disapproval: _____

Approved _____

Signature of OA or CHCA Agent *Date*