



CLUBHOUSE RESERVE OR RENTAL REQUEST

RESERVE (NO FEE REQUIRED): OPEN TO ALL MEMBERS. No fee to Reserve, however a Refundable Cleaning Deposit may be Required *See Exceptions.
RENTAL (FEE REQUIRED): Room is available ONLY to invited guests.
 Reserved rooms (i.e. 16th Hole/17th Hole) must to be notified minimum 30 days prior if they will be unable to use their Reserved Room.

OWNER INFORMATION (RESPONSIBLE PARTY)

Name:		
Phone Number:	Lot Number:	Email:

EVENT INFORMATION

Requested Area - SCH, MCH, 16th Hole or 17th Hole (please circle one)		Type of Event:
Contact Person/Owner:		Contact Phone Number:
Event Date:	Event Time: Actual Time of Area Decorating, clean up, etc. space required	Expected Attendance:

AMENITIES AND FEES

Refundable Cleaning/Security Deposit \$250.00 <input type="checkbox"/>	Check if Additional Security Required for event of more than 100 people <input type="checkbox"/>	Owner responsibility to arrange and pay for any additional required Security. <input type="checkbox"/>
SCH - Holds up to 75 people \$150 per hour with a 2 hour minimum. Max \$800.00 for full day use. <input type="checkbox"/>	MCH - Holds up to 225 people \$300 per hour with a 2 hour minimum. Max \$1200 for full day use.	Parking is limited and has been explained in its entirety. <input type="checkbox"/>

TABLES AND/OR CHAIRS

Table and/or Chairs Set UP or delivery to Unit and return to Clubhouse. Instructions: <input type="checkbox"/> _____ _____ \$100 Non-Refundable Fee includes delivery and pick-up	Table & Chairs Removed from Clubhouse Rental Fee \$100 (includes delivery and pick-up) # of Tables Borrowed: _____ # of Chairs borrowed: _____	Table/Chairs should be returned to same clubhouse. # of Tables Returned: _____ # of Chairs Returned: _____ Received by: _____
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Cleaning/Security Deposit Collected: CK# _____	Received By: _____	Date: _____
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Office Use Only: Added to Calendar Added to HOA Published Calendar Work Order for set-up
 If yes, Work Order for clean up after event.

MCH DISHWASHER USEAGE

The MCH kitchen has a commercial dishwasher. ONLY those persons trained and authorized are able to use it
 Authorized to use Dishwasher? Yes No

Authorized Person to use dishwasher: NAME: _____

Both clubhouses are open to the general membership daily unless otherwise specified. Therefore, even though you are being granted permission to use space, there may be other members using other areas of the clubhouse(s) simultaneously. In all cases, the event area(s) will only be **Rented** to a third party ONLY if no other group (i.e. bible study, card playing, Yoga, etc.) has reserved space prior and/or are willing to give up their reserved time and space to accommodate this specific one-time event. The General Manager and/or designee has the right to temporarily suspend a Reservation of ongoing Reservations with a minimum of 30 days notice.

The facilities, equipment, stove, dishwasher (if approved), etc. are used at your own risk. By signing this agreement you are agreeing to take full responsibility for any and all of your guests attending event.

ALL DEPOSITS REQUIRED ARE REFUNDABLE ONLY IF CLUBHOUSE, EQUIPMENT, ETC. IS CLEANED AND RETURNED IN THE SAME CONDITION AS WHEN RENTED/RESERVED.

A refundable **DEPOSIT** will be held in all cases (exception being an HOA sponsored activity) until an authorized person (Activities Director, GM, Board Member or designee) has cleared the event for the deposit to be returned after ensuring area is left in good condition to include but not limited to: tables and chairs cleaned and returned to proper place, kitchen and all equipment used cleaned, stove cleaned, etc.

The refrigerator and freezer may or may not have space available for use to parties Reserving and/or Renting the clubhouse(s) for a one-time event. At no time are individual members or groups allowed to use, eat or remove food items that they did not put there without express permission from the General Manager and/or designee.

Exceptions: Certain areas in the MCH (i.e. 16th Hole & 17th Hole) may or may not be simultaneously **RESERVED when another area is also Reserved. Members and/or groups **RESERVING** those areas on a regular basis may not be required to pay the Cleaning/Security Deposit. An example of those Reserving space on a regular basis would be card playing, Golf Club Social hour, Golf Club Committee Meeting or Bible study.*

COMMENTS/INSTRUCTIONS:

SIGNATURES:

I understand the terms and conditions and agree to pay the deposit on the da of reservation. If paying by check, amount due for event is due on week prior to the event. Please allow up to 2 weeks after the event for the return of deposit.

Signature of Applicant:

Date:

Date Deposit Refunded:

Signature: