

# CLUBHOUSE RENTAL AGREEMENT

## FOR PRIVATE EVENT

This is a contract between the Lockwood Folly Property Owners Association and:

POA Member's Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone number and email address \_\_\_\_\_

Date of Use \_\_\_\_\_ Time of use (including set-up): from \_\_\_\_\_ to \_\_\_\_\_

Type of event \_\_\_\_\_

### ELIGIBILITY

The Clubhouse is available for rent from 10 AM to 10 PM to POA members in good standing for private events for the members themselves. POA members cannot sponsor rentals for family members or friends who are not Lockwood Folly property owners. The POA member must be present throughout the event including during set-up and clean-up. **The Clubhouse is not available for wedding receptions.**

FEES - Checks should be made payable to Lockwood Folly POA

1. Non-refundable cleaning service fee : **\$100**
2. Refundable reservation and damage/loss deposit : **\$200**
3. Charge for a minimum of 4 hours' rental including set-up time : **\$200** (Each additional hour : **\$50**)
5. Set-up may be done one day before the event from 4-10 PM if the Clubhouse has not been previously reserved for other functions; cost of setting up in advance -- **\$150**
6. This rental agreement and the **\$200** deposit must be submitted to the POA Board member responsible for Clubhouse events in order to guarantee the clubhouse reservation.
7. **Final payment is due at least one week before event.**

### CONDITIONS

1. **Maximum capacity for a clubhouse event is 108 persons: 100 guests (only 88 if the wooden floor is to be used as a dance floor) and up to 10 caterers or other service personnel.**
2. Guests attending the event have use of the entry area, the upstairs function rooms, and the porch -- **ACCESS TO OR USE OF THE SWIMMING POOL, SPA, POOL DECK AREA, FITNESS CENTER, OR TENNIS COURTS IS NOT PERMITTED**
3. Renter agrees to comply with all Lockwood Folly POA, county, state, and federal regulations and laws.

4. The POA is not responsible for any personal injury or loss due to theft or damage during use of the Clubhouse. Renter must attach a copy of the Declaration Page of his/her Homeowners Property and Liability insurance policy.

**5. The handicapped lift/elevator is for handicapped use only --it is not to be used as a freight elevator by caterers, equipment suppliers, DJ's, or event organizers.**

6. Decorations are allowed, but decorations must not be put up with nails, staples, or permanent adhesives (use removable tape, thumb tacks, Blu Tack, etc.). All decorations and hanging materials must be removed completely during clean-up. The use of equipment or catering vessels that allow the contents to splash and/or drip from the vessels during use is prohibited. If you have any questions, please contact the Clubhouse Director.

7. If the renter wants any Clubhouse artwork taken down, he/she should contact Jan Kelley (842-1978), or Michele Verhoosky (846-3535).

8. Place all trash in plastic bags and place bags in receptacles on the lower deck of Clubhouse.

9. Renter **may use** dishes, glasses, silverware, and utensils. They should be scraped , rinsed, and placed on kitchen counters. Service will complete the cleaning process.

10. Renter **may not use** POA disposable supplies such as plastic cups, paper products, condiments, etc.

11. Renter **may not use** POA linens or decorations.

12. Tables and chairs must be returned to original positions and cannot be placed outside.

13. For events that exceed the prepaid rental time, the renter will be billed for additional hours.

Rental agreement signed this \_\_\_\_\_ day of \_\_\_\_\_ between

\_\_\_\_\_ POA Renter and

\_\_\_\_\_ POA Board Representative

Rev: 13-02-12