

LILAC COMMUNITY d/b/a BRIAR RIDGE ESTATES

CLUBHOUSE RESERVATION REQUEST FORM

I, _____ (Phone #) _____, would like to reserve the

BRIAR RIDGE ESTATES COMMUNITY CLUBHOUSE

Date _____ Alternate date _____ Number of people _____

Type of function: _____

Subject to scheduling by the **Briar Ridge Estates Community** office. Requested date may be subject to rescheduling when deemed necessary.

I understand that as a condition of room utilization, I take full responsibility for the conduct of my guest(s). Further, I will take full responsibility for any damage to the building or equipment during the time I have reserved the room. I also understand that I shall be responsible for leaving the room in the same condition in which I found it. Cleaning shall be done immediately following the function unless other arrangements are made with the office prior to the function

- ❖ **A damage and cleaning deposit of \$100 is to be paid at the time of the reservation. Make check out to Briar Ridge Estates**
- ❖ **The key must be personally returned and at that time you will be given back your damage deposit.**

I have read and understood the Clubhouse Policy Guidelines:

Resident

Date

The room has been returned in the same condition as found.

Park Management

Date

Briar Ridge Estates
CLUBHOUSE RENTAL RULES

(Each rule must be initialed and complete signature is required below.)

- _____ 1. This is a **NON-SMOKING** facility. Designated smoking area is on the cement slab to the right of the building, away from all doors and windows. Any violation of this rule will be cause for forfeiture of deposit.
- _____ 2. No tape or tacks are to be used on the walls.
- _____ 3. The person renting the clubhouse must be present in the hall at all times and is solely responsible for the clubhouse and guests during rental.
- _____ 4. A. All renters shall be allotted 2 hours for set-up **OR** 1 hour for set-up and 1 hour for cleanup. **If the renter chooses 2 hours set-up then cleanup time will be included in your rental.**
B. Weddings only: May set-up the night before if scheduling allows.
- _____ 5. The kitchen may be used for preparing food. The refrigerator and stoves may be used. Coffee urns and salt/pepper shakers may also be used. You must provide all other utensils. **(Cabinets items and tablecloths are off limits.)**
- _____ 6. Children are **NOT** allowed in the kitchen.
- _____ 7. The renter is responsible for removing the trash. Failure to do so will result in forfeiture of deposit. Trash bags are available.
- _____ 8. Following the event, you must sweep the floor and leave it as clean as it was when you entered the clubhouse. Mops are available for spot cleaning. Failure to do so will result in forfeiture of deposit.
- _____ 9. The clubhouse must be left as you found it: All tables & centerpieces must be placed back in the same location as they were when you entered.
- _____ 10. Due to the Park's noise ordinance, all events must end and guests leave by 9:00 PM.
- _____ 11. Damage/cleaning deposit is due upon booking. All deposits must be in the form of a check. We can return the check if the clubhouse is left clean & free of any damage or we can apply the check towards your next month's rent. You can let the office manager know your decision when you return the keys to the clubhouse.
- _____ 12. You are responsible for the clubhouse while the keys are in your possession. You are responsible for making sure the clubhouse is locked and secure (doors & windows). If any damages occur while the keys are in your possession, you are responsible.
- _____ 13. Clubhouse will not be rented on Thanksgiving, Christmas Eve, Christmas Day, New Year's or Easter.
- _____ 14. Clubhouse does not supply telephone service.
- _____ 15. A maximum of 100 people allowed in the clubhouse.

RENTER'S SIGNATURE

DATE

RENTAL COORDINATOR'S SIGNATURE