

**Keys must be returned by 7 AM following the event or you will be charged additional day's rent from the deposit**

## Winslow Bay Clubhouse Rental

**Only members/ residents of the Winslow Bay Homeowners Association ("WBHOA") who are twenty-one (21) years of age or older are eligible to rent the clubhouse. Contract must be signed by a resident of Winslow Bay. Checks must be from a resident of Winslow Bay.**

**Security Deposit:** \$300, refundable after acceptable post-event inspection

**Rental Fee:** \$50 non-refundable – **Checks and forms must be received in ONE WEEK prior to rental**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Date of Reservation: \_\_\_\_\_

Hours: from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Number and General Age Group(s) of Guests: \_\_\_\_\_

Purpose/Type of Event: \_\_\_\_\_

Are you or any of your guests planning on using the pool?  Yes  No

If the renter also wants to use the pool for event during the pool season, the renter must arrange with the Clubhouse Chairperson to hire additional lifeguards specifically for the event, above and beyond the normal staffing. This is in accordance with the policy stated below: **if you fail to hire additional lifeguards you will not be allowed to use the pool during your reservation, even if most of the guests are Winslow Bay residents.** Winslow Bay will provide lifeguards for special events and after-hours parties at the request of the renter and subject to the following:

I will/won't need a lifeguard from \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m

Please provide an additional check to pay for the lifeguard. The current rate is \$10.00 per lifeguard hour, with a minimum of \$20.00 per event. This check must be separate from the rental fee and safety deposit checks, and made payable to WBHOA.

Lifeguards must be arranged for at least 14 days prior to the party. Please email the clubhouse chairperson with regards to scheduling lifeguards.

**No lifeguard will be provided past 9:00 p.m.**

The renter must give the Clubhouse Chairperson seven days prior written notice of the following:

- the time and date of the event
- the number of people scheduled to attend
- the general age group(s) of those attending
- whether alcohol will be permitted at the event

The renter must commit to a specific number of hours requested for additional lifeguards. Should the event terminate prior to the previously stated ending time, the renter will not be refunded the remaining hours.

## **Agreement**

I, the lessee(s) named above, fully understand and agree:

1. To be fully responsible for any and all damages, breakage, and/or inconvenience occurring during the time of my reservation.
2. To be present during the entire period of my reservation and to be responsible for the conduct of my guests during the entire reservation period, as well as during the times of arrival and departure.
3. That the number of guests is limited to a maximum of one hundred (100).
4. To confine all activities to the Clubhouse in such a manner as to not disturb neighbors and other residents.
5. That the person making this reservation is twenty-one (21) years of age or older.
6. That the lessee will provide all extra chairs, tables, and any additional needed items. Sixty-five chairs and sixteen tables are available.
7. That the WBHOA Clubhouse Chairperson and/or its Directors reserve the right to cancel any function prior to its commencement, for reasonable cause.
8. That the clubhouse, including the restrooms, will be cleaned after the event; the clubhouse must be at least as clean at the end of the reservation as it was at the beginning of the reservation. Including all windows/floors to be vacuumed using a dirt devil floor keeper.
9. That all attendees must vacate the premises by 1:00 a.m. unless the Clubhouse Chairperson specifically approves a time extension prior to the commencement of the function. Approval will be shown in the REMARKS section of this document.
10. That I will adhere to the conditions of this Agreement and the Checklist for Refund of Clubhouse Security Deposit, or I will forfeit part or all of my security deposit, as well as jeopardize my future right to reserve the clubhouse.
11. That in the event of any damage or breakage not covered by my security deposit, I will make full restitution for any additional necessary repairs and costs over the amount of the security deposit. If any legal action must be taken to collect any additional amount(s) in excess of the security deposit, I will pay any attorney fees, court costs, or other collection expenses.
12. That my guests must park in the designated lined spaces: guests will not park on the grass, walkways, driveways, or near fire hydrants.
13. That I will behave responsibly and be considerate of my neighbors regarding the use of audio/visual systems and/or noise-making activities, especially homeowners adjacent to or near the Clubhouse. In the event of complaints I agree to diminish and/or discontinue these activities for the duration of my reservation period. I understand that I must contain music within the Clubhouse after 10:00 p.m.

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**14. If I wish to use the pool during the event, I must reserve a specific number of additional lifeguard hours in advance. Should the event terminate prior to the scheduled ending time, I remain obligated to compensate the lifeguard(s) for the full time requested in this Agreement.**

15. That the lifeguard staff has full authority to revoke pool privileges from any member of my party as deemed appropriate, at any time during my reservation. In addition, the lifeguard staff has the full authority to call the police to deal with any disturbances or make any arrests they deem necessary.

16. That glass is not permitted in the pool area.

17. Bring your own cleaning supplies

- a. Garbage bags
- b. Towels
- c. Cleaning Supplies
- d. Anything needed during functions

18. Clean windows after function

*Please make sure you include the following when submitting the form: The \$50 rental fee check, the \$300 security deposit check, and the check for the lifeguard, if applicable, starting at \$10 an hour. These MUST be separate checks. Failure to comply with the contract may result in cancellation of reservation and/or loss of security deposit.*

Lessee's Signature(s): \_\_\_\_\_

Lessee's Signature(s): \_\_\_\_\_

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Make your security deposit and rental fee checks payable to the WBHOA, and attach them to the signed Agreement. Make arrangements for the pick-up and return of the Clubhouse key at least three days before the rental date. Please return the key immediately following your rental.

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Clubhouse Chairperson's Signature: \_\_\_\_\_

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## **Checklist for Refund of Clubhouse Security Deposit**

- Do not put any kind of tape or tacks on the walls, ceiling, windows, etc.**
  
- If you use tape on the walls and it pulls the paint off you will be responsible for repair and painting.**
  
- Wipe off tables and chairs before storing them.
  
- If balloons get loose, you must arrange for their removal or you will be charged. Balloons floating on the ceiling will get caught in the fans: keep all balloons securely anchored.
  
- Sweep and damp-mop kitchen, bathroom, and all floors. Clean windows if necessary.
  
- Turn off the entertainment system and place the remote controls in the entertainment center.
  
- Clear and clean kitchen counter area and remove all personal food stuffs, drinks, and other items.
  
- Remove your items from the refrigerator and freezer, and clean any spills.
  
- Clean restroom counters; make sure all toilets are flushed, wastebaskets are emptied, toilet stalls are unlocked, mirrors are cleaned, and lights are off.
  
- Use only the large green dumpsters for garbage and return the dumpsters to their proper place (beside the handicapped parking space).
  
- Turn off interior lights and the air conditioning/heat. When using the facility, keep the AC at 75-80°, heat at 65-70°.
  
- Turn off ceiling fans.
  
- Turn **on** outside rear porch lights and front porch (overhead) lights.
  
- Close and lock all doors and windows.
  
- Return the keys immediately.