

CLUBHOUSE RESERVATION FORM

The undersigned resident hereby requests to reserve the Clubhouse in Cedarhurst, and in that regard the following information is supplied:

NAME: _____

ADDRESS: _____

PHONE: _____

RESERVATION DATE: _____

TIME OF EVENT: _____

DATE RENTAL FEE _____ AND SECURITY/DAMAGE DEPOSIT (\$500) _____

DATE GUARD PARKING FEE PAID: _____

DATE KEYS PICKED UP: _____

DATE KEYS RETURNED: _____

Furnishings in the Clubhouse are not to be moved or removed by anyone renting the Clubhouse.

CEDARHURST PARTY SET-UP

NAME: _____

PARTY DATE: _____

8' folding table _____ Room _____

8' folding table _____ Room _____

8' folding table _____ Room _____

8' folding table _____ Room _____

6' folding table _____ Room _____

6' folding table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

60" round table _____ Room _____

Coat rack _____

Folding chairs _____

The undersigned has visually inspected the premises and understands that the following discrepancies are noted and that the undersigned will not be responsible for correcting the same: _____

BY: _____
Cedarhurst Homeowners Association

DATE: _____

BY: _____
Reserving Homeowner

DATE: _____

INFORMATION CONCERNING CLUBHOUSE RENTALS

The Clubhouse is open for the use and enjoyment of all Cedarhurst property owners. The Clubhouse belongs to all of us and represents a part of your investment. Proper utilization and care will insure that it will remain a place of pride and pleasure for all homeowners. Anyone using the Clubhouse is expected to have proper attire, including shirts and shoes. No swim wear will be allowed in the Clubhouse.

The Clubhouse has been designed for the use of the adult homeowners of Cedarhurst. However, the locker rooms and vending area are for the use of the youth and children of the homeowners.

The Clubhouse may be rented only by persons living or owning property in Cedarhurst. The resident renting the Clubhouse must host the event personally and be present at all times. To make reservations, please call Colleen Young at the Clubhouse office (539-0108) Monday through Friday. A notice informing all residents of the reservation will be posted on the bulletin board. A two week advance notice of cancellation is required.

A \$500.00 security/damage deposit and a rental fee depending on the number of guests you expect (see schedule) must be remitted when completing the Clubhouse reservation form. **If it is found you were not present and hosting the entire party, your entire security deposit is forfeited.** Since the Clubhouse office is closed on weekends, keys must be picked up during week day office hours (8:00 a.m. - 2:00 p.m.). All keys must be returned on the first week day following the event. PLEASE NOTE; The use of tents attached to the Clubhouse or any trees is strictly prohibited. Also there is no confetti allowed in or outside the Clubhouse. No open flames (candles) in Clubhouse.

Parking attendants are required should the number of guests exceed 50. Our security guards are available for this service. They charge \$15.00 per hour with a two hour minimum. You need to notify the Office Manager for this service at the same time you pay your rent and security/damage deposit.

You **MUST** give the Security guards an alphabetical list of guest, regardless of party size. This will make your guests entrance into Cedarhurst more efficient and also allow the guards to count the number of guests you have.

You will be given keys to the Clubhouse front door, the refrigerator and the utility room off the kitchen (to leave your trash). Please keep both the old section of the Clubhouse and refrigerator locked.

Due to the Clubhouse being located in a residential area, no loud music and all parties must be over by 11:30 p. m.

The Clubhouse must be left in the condition in which it was when you arrived.

The swimming pool cannot be included in your party area. We cannot close the pool to residents.

Please do not cook on side porch near tennis courts. Be careful with greasy food on all wood floors.

Dishwasher instructions are located in cabinet drawer next to dishwasher, The electrical switch for the dishwasher is located in one of the switch boxes in the utility room. It is marked. It must be turned on to operate the dishwasher. Be sure to turn it off again when finished.

Plastic trash bags are kept in the lower cabinet to the left of the refrigerator. Please put your trash in them and leave the trash in the utility room. The utility room is the room next to the kitchen. Do not overstuff trash bags.

Please remind your kitchen help to use the chopping board and not the counter tops for cutting.

The switches to control the outside lights are located in one of the switch boxes in the utility room. They must be turned on by the guards. The tennis court lights must also be turned on by the guards.

There are two thermostats that regulate the heating and cooling downstairs. One is located in the front parlor to the right and one is located in the front room to the left as you come in the front door.

Do not put tape on the walls.

ANY DAMAGE TO THE CLUBHOUSE WILL BE PAID FOR BY THE HOMEOWNER, WHETHER IT WAS CAUSED BY MISUSE, MISCONDUCT OR BY ACCIDENT. THE HOMEOWNER WILL BE RESPONSIBLE FOR THE EXPENSE OF SUCH DAMAGE CAUSED BY ANY FAMILY MEMBER OR GUEST.

NO SMOKING IN THE OLD PART OF THE CLUBHOUSE !!

Recommended number of guests - 250 max. - if guests can spill out onto porch and patio.

Eight 60" round tables, Two 8' tables, two 6' tables and 65 gray folding chairs are available for use. Please notify management in advance if you want to use them.

Cost to rent Clubhouse is as follows:

Cedarhurst residents and family only functions up to 25 attending No charge
Functions with up to 25 attending \$25.00
Functions with 26- 40 attending \$75.00
Functions with 41-60 attending \$125.00
Functions with 61-80 attending \$250.00
Functions with over 80 attending \$350.00
Weekday daytime only functions with up to 40 attending \$50.00
Weekday daytime only functions with 41-60 attending \$100.00

The \$500.00 damage deposit is required on all functions.

The undersigned resident agrees to host this event personally and to be present at all times. If this is not the case, the entire security deposit is forfeited. The undersigned hereby acknowledges that any damage to the Clubhouse will be paid by the undersigned whether it was caused by misuse, misconduct or by accident. The undersigned will be responsible for the expense caused by any family member or guest. If damages occur in excess of the security/damage deposit, the undersigned will pay the total amount due immediately. If the undersigned shall fail or refuse to make any such payment, the amount thereof together with interest thereon at the highest lawful rate shall constitute a continuing lien on the property of the undersigned. The undersigned also acknowledges that if more guests are at the function than the undersigned has paid for, then the additional rent will come from the security/ damage deposit.

The undersigned and all their invitees, guests or anyone else upon the premises at their invitation, express or implied, agree to indemnify, save and hold harmless Cedarhurst Homeowners Association, it's officers, directors, board members, agents, members and employees from any claims of any nature or kind no matter how occurring as a result of the use of the Clubhouse facilities.

This indemnification and hold harmless agreement shall inure to the benefit of the Cedarhurst Homeowners Association and to each of its members.

It is agreed that the Clubhouse, or a portion thereof, will be rented by the undersigned upon the above terms and conditions, and receipt of the security/damage fee of \$500.00 is hereby acknowledged. The use of the Clubhouse, or a portion thereof, for the period requested and agreed upon fee is\$_____. It is agreed that the Clubhouse will be cleaned and restored to its prior condition no later than 9:00 A.M. on the day after the event.