**Clubhouse Reservation Agreement**

This receipt and agreement made and entered into by and between referred to as OWNER, and referred to as HOST.

1. Reserves the Clubhouse party facilities on , 20 from to . HOST agrees the Clubhouse will be cleaned and vacated no later than above noted time. HOST herewith pays $ non-refundable rental fee, receipt of which is hereby acknowledged, for the use of the Clubhouse party facilities. HOST further agrees to pay [AMOUNT] for the first minute of use which extends beyond then above noted reserved time and [AMOUNT] for every 15 minutes thereafter.

2. HOST herewith deposits $ plus [AMOUNT] if the use of alcohol will be permitted by HOST for a total of $ , receipt of which is hereby acknowledged. HOST agrees to leave the Clubhouse in the same or better condition the Clubhouse was in before use by the HOST and his/her guest. The deposit shall be returned to HOST upon satisfactory cleaning of the Clubhouse and if no damages have occurred. If such charges exceed the Clubhouse deposit, a statement for such charges will be directed to HOST and becomes immediately due and payable. Damage charges will reflect actual repair or replacement costs. If cleaning is required following the reservation period, charges will be deducted from the deposit as follows:

 a. Remove trash $[AMOUNT]

 b. Vacuum carpets an/or sweep floors $[AMOUNT]

 c. Clean restrooms $[AMOUNT]

 d. Pick up glasses, bottles, wipe tables & ashtrays (including bar

 area) $[AMOUNT]

 e. Clean kitchen (including stove & refrigerator) $[AMOUNT]

 f. Rewax inlaid or tile floor due to scuffs & spills $[AMOUNT]

3. This agreement is limited to the clubroom facility only, and does not include permission to use the pool area, sauna, whirlpool or exercise rooms, where such facilities are provided.

4. HOST shall not charge admission or cover charges or sell beverages.

5. HOST shall limit the number of guest to no more than .

6. HOST agrees not to permit the use of alcoholic beverages unless the additional $[AMOUNT] deposit has been paid as required in #2 above. No kegs will be permitted.

7. HOST shall not permit loud noise or music which disturbs other residents of the community.

8. HOST shall not allow any illegal act to be committed in or around the Clubhouse.

9. HOST acknowledges that he or she is solely responsible for his/her acts and the acts of his/her guest in regard to the use and care of the Clubhouse and its facilities during this reservation period.

10. HOST agrees to immediately suspend all activities and vacate the premises upon notification by the property manager to vacate. HOST agrees to pay $[AMOUNT] if the HOST and his/her guest fail to vacate premises within fifteen minutes of the time the property manager request same plus $[AMOUNT] for every additional ten minutes.

11. HOST agrees to indemnify and save harmless OWNER and/or [PROPERTY NAME], their agents, servants and employees from and against any and all damages or injury, that may occur due to the HOST use of the Clubhouse.

Dated this day of 20

HOST Signature

HOST Printed Name

HOST Drivers License #

Address

=================================================================

OFFICE USE ONLY: CLUBHOUSE DEPOSIT ON HAND

 $

FROM: LESS DAMAGES:

 APARTMENT COMMUNITY

 TOTAL DAMAGES $

 CLUBHOUSE DEPOSIT REFUND

 $

COMMENTS:

 MANAGER APPROVAL

TO:

 PROP. SUPERVISOR APPROVAL

 CHECK REQUEST DATE

(ATTACH A COPY OF THIS FORM TO THE CHECK REQUEST)

**DISCLAIMER:** These sample forms and agreements are not endorsed by BRP Education™. They are presented for informational purposes only and should not be relied upon for accuracy, completeness or consistency with applicable law. The user is advised to check all applicable state and federal law before using these forms, agreements, or parts thereof. Because certain forms have legal implications (e.g., management agreements, rental applications), it is recommended that downloaded versions of such forms should be reviewed with legal counsel prior to their use and that any modifications made by the user should also be reviewed by legal counsel.