

Lake Bernadette Community Center

Clubhouse Rental Application

NAME _____

ADDRESS _____

HOME PHONE _____ WORK PHONE _____

ROOM/SPACE REQUESTED _____

DATE REQUESTED _____ TIME _____ TO _____

PURPOSE _____ NUMBER OF GUESTS _____

(Limited to 60 guests)

DETAILED DESCRIPTION OF EVENTS _____

I am a resident (hold title to property) within Lake Bernadette and state that I am over eighteen years of age. I will be in attendance at the community center at all times during the function for which I have reserved the facility.

I understand that with this reservation I assume full responsibility of complying and abiding with all the rules and regulations given to me regarding the Clubhouse. I also understand that I assume full responsibility of restoring the facilities to their original condition by ensuring the performance of all the required duties described on the cleanup checklist.

I further understand that should the community center incur any additional expenses for damages in excess of the deposit amount, I will be responsible for paying the additional amount billed to me.

The above listed event will NOT be advertised or posted outside of the Lake Bernadette community. (Newspapers, flyers, Internet etc.) If the event is to be advertised to Lake Bernadette residents, I understand that it can only be through placing an ad in the Lake Bernadette Community Center Newsletter.

If room rental is not used for purpose stated above or if event is advertised outside of the community, I understand that the event will be cancelled at anytime to include the date of event.

A deposit of three hundred dollars (\$300.00) is required to reserve room. It is fully refundable if the facilities are left in their original, clean condition, no damages or required carpet cleaning.

A fee of \$75.00 up to 4 hours plus \$25 each additional hour is required for the use of the facility during staffed hours. (The fee will be collected day of event.)

An additional fee of \$30.00 dollars first hour \$15.00 each additional after 8:00 pm is required for the use of the facility during non-staffed hours. The staff member will receive the amount listed below for hours reserved. If party extends past the arranged time an additional \$15.00 per hour will be assessed. (The fee will be collected by staff at end of event.)

Exceeding guest limitation will result in full or partial loss of security deposit.

There will be a fifty dollar (\$50.00) fee taken out of the security deposit for cancellations of parties.

_____ Deposit \$300.00

_____ Use Fee \$75.00 for up to 4 hours.\$25 each additional hour

_____ Hourly Clubhouse staffing fee \$ _____ for _____ scheduled hours of staff attendance

Signature of resident _____

Signature of staff preparing agreement _____ Date _____

Signature of staff preparing agreement _____ Date _____

