



CLUBHOUSE RESERVATION FORM

Please complete and sign this form and return with the security deposit to hold your reservation. The rental fee must be paid at least two weeks prior to your reservation.

The security deposit must be paid by an approved electronic payment method. Security deposit payments will be charged to resident's credit card. A refund will be issued upon completion of inspection by appropriate personnel, only once the resident has passed inspection.

Name: _____
Address: _____
Phone Number: _____
Email Address: _____
Date of Function: _____
Type of Function: _____
Estimated Number of Attendees (Maximum Allowed 40): _____
Estimated Number of Minor Attendees (Under 18 years of age): _____
Start Time: _____ (include set up time) End Time: _____ (include cleanup time)
Key Fob Number: _____
Caterer (if applicable): _____

I have read and agree to everything in this agreement, and further, I agree to vacate the premises by the time specified in this agreement. I also agree cleanup of the premises will be complete and the facility will be left in the condition it was upon arrival, at the time premises is vacated.

To hold your reservation, please complete and sign this application and return with payment for the security deposit. The rental fee must be paid at least two weeks prior to your reservation. Please see the enclosed details regarding rental fee rates and payment options.

Signature: _____ Date: _____

Resident Initials: _____ Date: _____

OFFICE USE ONLY:

Security Deposit: ☐ Date Received: _____
Rental Fee: ☐ Date Received: _____

RENTAL RATE:

- 1 – 4 hours \$150
- 5 – 8 hours \$250
- 9 or more hours \$500

Note 1: The Rental Fee MUST be paid at least two weeks in advance. The rental fee must also be paid by an approved electronic payment method.

1. Security Deposit Amount

- All clubhouse reservations require a **\$500.00 security deposit**, regardless of the number of rental hours requested.

2. Security Deposit Payment Method

- The refundable security deposit must be paid by credit card only through the Association's approved payment processor.
- The rental fee may also be paid by an approved electronic payment method.

3. Security Deposit Hold and Refund Timeline

- The security deposit will be held by the Association for **seven (7) to ten (10) days** following the function to allow for review of required before-and-after videos/photos, inspection of the premises, and verification that all rules and cleanup requirements have been satisfied.
- If there is no damage to the facilities, no missing items, and no additional charges or violations of the agreement, the security deposit will be refunded to the Resident using the original form of payment.
- Approved security deposit refunds will be processed by the Association within seven (7) to ten (10) days after the event review is complete. The Resident acknowledges that posting times may vary depending on the card issuer and payment processor.

4. Clubhouse Rental Rules (Private Social Events):

To reserve/rent the Clubhouse please visit the office located in the clubhouse.

- **ONLY** members in good standing are permitted to rent the upstairs clubhouse (great room) for social type functions. **The rental must be for the benefit of the resident or family members, I.E. a birthday party, wedding, graduation party or baby shower.**
- **The rental is for use of the clubhouse ONLY.** The lawn and pool area are NOT included with the rental. Use of the lawn or pool in any capacity by you or your guests during your scheduled event will result in forfeiture of your deposit.
- **Clubhouse social functions may be reserved during the following times:**
 - Monday through Friday: 5:00 p.m. – 9:00 p.m.
 - Saturday & Sunday: 9:00 a.m. – 9:00 p.m.

The hours identified above represent the earliest start time and end time at which the clubhouse must be secured.

- The resident whose name this reservation is made is held personally responsible for the conduct of the guests attending this function, for all charges incurred, and for any damage caused by the residents or guests during this function.
- If at any time during a function the conduct of the guests becomes rowdy or destructive, the function will be terminated immediately, and all guests will be asked to leave. No refunds will be given should the function be terminated.
- The Resident must also be present for initial set-up throughout final cleanup. If the resident is not present at any time, the function will be terminated immediately, and all guests will be ejected. No refunds will be given if the function is terminated.
- The Resident is responsible for providing their guests with gate access information.
- If the function includes guests who are minors, at least one adult per every ten minors must be in attendance.
- The Association accepts no responsibility for any food, decorations, or other items brought for a function. All event items not removed from the clubhouse at the end of the function will be disposed of.
- Band, DJ's, speakers, etc. must remain within the confines of the Clubhouse interior walls. Local noise ordinances must be followed.

5. Resident Use Only / No Third-Party Rentals

- The clubhouse may only be reserved by a Resident in good standing for the Resident's own use, or for the benefit of the Resident's household or immediate family.
- The clubhouse may **not** be rented, reserved, or used on behalf of outside individuals, non-residents, organizations, promoters, or third parties.
- The Resident may not sublease, transfer, assign, or otherwise allow the reservation to be used by another person or group.
- The Resident in whose name the reservation is made must be present at all times during the event, including setup, the duration of the function, and final cleanup.
- Any violation of this provision will result in immediate termination of the event and forfeiture of the security deposit.

6. Parking Restrictions

- The Resident is responsible for ensuring that all guests park only in designated and lawful parking areas.
- Parking on any grass, landscaped area, common grounds, sidewalks, or other non-designated areas is strictly prohibited.
- If any guest attending the function is found parking on grassy or common area property, the Resident's security deposit will be automatically forfeited.

7. Deposit Forfeiture / Rule Violations

- Failure to comply with any material terms of the agreement, including but not limited to parking violations, unauthorized use by non-residents, improper trash disposal, incomplete cleanup, or failure to provide required videos/photos, may result in forfeiture of all or part of the security deposit.

8. Clean-Up Policy:

Following the scheduled functions, the Resident is responsible for disposing of all trash, decorations and/or food items, etc. and returning the facility, including furniture, to the condition in which it was extended to the Resident. The Resident must remove all related trash to their residence as the trash cans onsite are not available for event use. Cleaning supplies are NOT provided by the association

Before and after videos/photos are required to be submitted to ardenpark@artemislifestyles.com within 48 hours after your event. Failure to provide this will result in forfeiture of your deposit.

9. Cleanup Charge Assessment Model

The current contract provides for a **\$50 minimum charge** for incomplete cleaning. To improve consistency in enforcement, cleanup charges may be assessed using the following model:

Cleanup Charge = \$50 minimum + (\$50 × additional cleanup hours) + (\$25 × rule violations) + (\$25 × major areas requiring restoration)

This model is intended to provide a reasonable, fact-based method for assessing cleanup charges when the clubhouse is not returned in the required condition.

Example Application

- Base minimum cleanup charge: **\$50**
- Additional cleanup labor: **0.5 hour × \$50 = \$25**
- Rule violation (trash left in an off-limits HOA trash area): **\$25**
- Major area requiring restoration (overflowing trash area): **\$25**
- Severity Level 1: **no multiplier adjustment**
- Recommended cleanup charge under this model: **\$125**

Clubhouse: After Rental Checklist

- Before and after videos were submitted within 48 hours of the event.
- All trash has been removed from the building and taken back to the homeowner's residence
- The clubhouse was cleaned after the event including but not limited to kitchen sink/counters, bathrooms, all floors, refrigerator emptied and cleaned.
- Clubhouse was returned to the condition it was found in, including furniture being put back where it was found and all decorations and personal belongings removed.
- Clubhouse properly locked and secured at the end of the event.
- ALL rules as listed in the reservation packet were followed

Return Deposit: __ Yes or __ No

Deposit Returned on: _____

Resident Signature Management Signature

Deposit Forfeited: __ Yes or __ No

If yes, reason:
