



# Clubhouse Rental Agreement

Renter(s) Name: \_\_\_\_\_ HOA Dues Paid? [ ] YES

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

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

Phone #1: (\_\_\_\_\_) \_\_\_\_\_ [ ] Check if okay to TEXT

Phone #2: (\_\_\_\_\_) \_\_\_\_\_ [ ] Check if okay to TEXT

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Start time: \_\_\_\_\_ End time: \_\_\_\_\_

**NOTE: Events are limited to the hours of 8AM to 10PM. Everyone must be out of the building AND parking lot by 10PM on the day of the Event!**

Approx. # of Attendees: \_\_\_\_\_ Will there be alcohol present at the party? [ ] YES [ ] NO

**NOTE: Fire Marshall limits number of attendees to 70 people**

The renter(s) listed above (whether one or more, "Renter") understands and agrees to all the covenants, by-laws, and conditions regarding the use of the Peppertree Homeowner's Association Clubhouse (the "Clubhouse") for the above-referenced event (the "Event") from **8am until no later than 10pm** on the day of the rental.

**\*\* RENTER MUST INITIAL each bullet point below IN THE PRESENCE of an HOA Board Member \*\***

- [ ] 1. I am a homeowner in good standing with the Peppertree Homeowner's Association (the "HOA"). All annual and special assessments (HOA Dues) payable by me are current and I have no knowledge of any outstanding liens or covenant violations with respect to my property.
- [ ] 2. Renter accepts any and all responsibility for any and all damage to the furnishings, any personal property, the Clubhouse structure, or any other portion of the Clubhouse premises as a result of the Event.
- [ ] 3. Renter acknowledges that rental of the Clubhouse pursuant to this Agreement does NOT include the use of the pool or pool deck area.
- [ ] 4. **FACILITY RENTAL FEE & DEPOSIT FEES** are listed below. As rental for the Event and to provide a deposit to protect the HOA against damage due to the Event, Owner agrees to pay the following, which Owner has submitted with this Agreement. If **"YES"** was checked above for *"alcohol present at the event"*, please mark the appropriate deposit amount below: **(provide 2 checks)**

**Facility Rental Fee: \$50.00** ..... Check # \_\_\_\_\_

**Standard Deposit: \$100.00** OR  **Alcohol Deposit: \$150.00** .... Check # \_\_\_\_\_

*The DEPOSIT will be returned to the renter after the HOA Representative has determined that no damage has occurred as a result of the Event and that all conditions of this*

agreement have been met. If **any** conditions of this agreement are not met, the DEPOSIT will not be refunded to the Renter. If the cost to repair damage due to the Event exceeds the amount of the DEPOSIT, the Renter will be billed for the excess costs. Any billed amount not paid within 30 days will be added to the Homeowner's HOA account, which will accrue interest at the normal rate on that account. Without a \$0.00 balance on the account, the homeowner's pool keycard will be suspended, clubhouse rentals requests will be denied, and all other HOA privileges will be revoked until such time as the account is paid in full.

- [ ] 5. Renter is responsible for keeping the clubhouse secure by locking all doors and arming the alarm when not present. **To disarm the system, use code \_\_\_\_\_**. Upon leaving the premises, renter shall arm the system by pressing the **AWAY** button. Renter's deposit will be held if a false alarm requires police response.
- [ ] 6. Renter shall remove all trash from the Clubhouse, remove all items from the refrigerator, clean the floors, wipe up any spills on furniture, etc. prior to vacating the premises. Renter agrees to return the premises to pre-usage condition including ensuring furniture is in its original place, resetting the temperature controls, turning off the lights, and securing the premises. **The attached "Clubhouse Cleaning Checklist" must be completed and all items checked. Leave the completed checklist on the counter for reference during final inspection.**
- [ ] 7. **RENTER MUST BE PRESENT AT ALL TIMES DURING THE EVENT. Renter may not rent the clubhouse for someone else and then not attend the event.**
- [ ] 8. The parking lot MAY NOT be used as a part of the event other than for guest parking.
- [ ] 9. The Clubhouse is a smoke-free facility. Smoke smell detected in the building will forfeit the deposit.
- [ ] 10. No animals are allowed in the Clubhouse, except guide and assistance dogs.
- [ ] 11. Event attendees who would otherwise be lawful consumers under applicable city, county and state laws may only consume unfortified wine and beer.

**THE HOA DOES NOT ASSUME LIABILITY IN ANY FORM, IMPLIED OR OTHERWISE, THAT MAY ARISE AS A RESULT OF THE CONSUMPTION OF ALCOHOLIC BEVERAGES AT THE EVENT. IF ALCOHOLIC BEVERAGES ARE BEING SERVED, THE RENTER MUST OBTAIN A LIMITED SPECIAL EVENT PERMIT OR OTHER SUCH PERMITS AS REQUIRED BY STATE LAW AND PROVIDE A COPY TO PEPPERTREE COMMUNITY MANAGEMENT. ANY SALE OF ALCOHOLIC BEVERAGES WITHIN THE CLUBHOUSE IS PROHIBITED.**

- [ ] 12. To receive the keys to the clubhouse, an HOA Representative will meet the Renter the day before the date of the Event. Renter must return the key no later than 24 hours after the Event. A fee of \$10.00 per day will be charged to the Renter for each additional day the key is not returned.
- [ ] 13. Renter agrees to indemnify and hold harmless the HOA, its officers and directors, agents and employees, including without limitation the property manager for the HOA, from and against any and all claims, liabilities, losses, damages, actions, costs, expenses, and

demands of any party made against the HOA, its officers and directors, agents and employees arising out of or connected in any way with the Event.

- [ ] 14. The HOA reserves the right to enter the Clubhouse during the Event and terminate the Renter's use thereof if the HOA believes that the Renter has violated any term hereof or should the conduct of any person using the Clubhouse endanger the health, safety, or well-being of any person or constitute a threat to any property.

I understand and agree to all of the above conditions.

\_\_\_\_\_  
Peppertree Homeowner's Signature (RENTER)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name here

\_\_\_\_\_  
Peppertree HOA Representative (BOARD MEMBER)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name here

# Clubhouse Cleaning Checklist

>> Check off all items when complete & leave on the kitchen counter for the HOA Board Member to review during final inspection <<

- \_\_\_\_\_ Wipe down and clean all tables and chairs.
- \_\_\_\_\_ Return clean tables and chairs to storage closet / stack chairs on rolling carts.
- \_\_\_\_\_ Vacuum carpeted area/back room.
- \_\_\_\_\_ Use broom & dust pan on all tile floors FIRST to get the major messes & dirt cleaned up.
- \_\_\_\_\_ Use wet mop (with red pad) on all tile floors after the dirt and dust is swept up. This wet mop is great for sticky spills and general cleaning of the floor.
  - The red pad sticks like Velcro to the bottom of the mop. A red pad should either be attached to it already, laying with the brooms & mops in the storage room, or drying on the kitchen sink.
  - **Squeeze trigger to dispense cleaning solution periodically as you mop.**
  - If the cleaning solution is low, remove the bottle, pour in 1 cap of floor cleaning solution (under kitchen sink) and then fill up the rest of the bottle with water.
  - **When you are finished moping, rinse out the red pad in the kitchen sink, and lay over the sink faucet to dry for the next renter.**
- \_\_\_\_\_ Wipe down windows, doors, & kitchen counter.
- \_\_\_\_\_ Empty/clean out refrigerator & freezer.
- \_\_\_\_\_ Clean microwave (if used).
- \_\_\_\_\_ Clean stove top/oven (if used).
- \_\_\_\_\_ Remove trash from large containers & smaller kitchen container & take out to green trash receptacles next to the parking lot. All trash containers should have new/clean bags put back in them (bags are stored under the sink).
- \_\_\_\_\_ Remove trash from bathroom containers & take out to green trash receptacles next to the parking lot. All trash containers should have new/clean bags put back in them (bags are stored under the sink).
- \_\_\_\_\_ If the sliding door was opened, lock it & replace the safety bar / close the blinds.
- \_\_\_\_\_ Reset thermostat. Press MODE to select HEAT (set to 58°), press MODE again to select AIR CONDITIONING (set to 88°), then press MODE again until AUTO is displayed. At all times, the HOLD ICON should be displayed in the upper, right part of the screen. If it is not, press HOLD BUTTON on the right to activate "HOLD Mode".
- \_\_\_\_\_ Turn off all lights (be sure the dimmer knob in the main room is turned off until it clicks).
- \_\_\_\_\_ Set alarm to AWAY (press & hold for 3 seconds until it beeps) / lock the front door.

\_\_\_\_\_ CHECK HERE IF YOU'VE WRITTEN NOTES ON THE BACK OF THIS SHEET

PLEASE NOTE ON THE BACK IF YOU HAD ANY ISSUES, SUPPLIES ARE LOW, OR DAMAGE TO THE CLUBHOUSE NEEDS TO BE REPORTED