SHERWOOD VILLAGE

CLUBHOUSE RENTAL CONTRACT

PLEASE RETURN THIS PORTION WITH YOUR PAYMENT TO

PO BOX 110, INDEPENDENCE, MO 64051

Date of Use:_____

Users Name:_____

Sherwood Village Address:_____

Phone Number:_____

Email Address:_____

Rental Fee Check #:_____ **Deposit Fee Check #:**_____

Please sign below and return

I have been given a copy of the rental of the Clubhouse Rules and Checklist. I will be abiding by these rules and cleanup procedure checklist. If I do not abide by these rules, that cost of the cleanup will be deducted from the deposits. All cancellations must be given within 72 hours prior to rental, or the rental fee of $100.00 will be charged

Renters Signature:_____ Date:_____

THE CLUBHOUSE

1. Adult owners are renters with delegation of rights whose dues are current may rent the clubhouse.
2. Residents may reserve both levels of the clubhouse for parties, meetings and receptions (except for Holidays) calling 816-797-0112. Use of the pool is not included.
3. To hold a reservation, the $100 rental fee is required. Please send two checks, one for the $100 rental and another for the $150 deposit. **The deposit check will be voided and returned once the event is over**
4. A copy of the clubhouse rules and clean up list are enclosed.
5. Reservations and the $150.00 deposit must be received at least 14 days in advance of the reservation use date. If the rental check does not clear the bank, the reservation and usage of the clubhouse will be null and void. The rental check must be from the resident.
6. The clubhouse may not rented for any type of party or lessons that will result in the renter's financial gain.
7. The adult securing the reservation must be present at all times during the rental period.
8. The upper level of the clubhouse has an occupancy capacity of 85 persons and the lower level 35 persons by advice of the Fire Department.

CLUBHOUSE RENTAL RULES

1. Leave front doors unlocked to assure easy exit in case of emergency.
2. No smoking is allowed any place in the clubhouse.
3. Alcoholic beverages are prohibited in the clubhouse or any place on common grounds.
4. Do not use the fireplace.
5. Fire extinguishers are located on each level on the north wall.
6. Do not pin, staple or stick anything to the woodwork or wallpaper.
7. After 11:00 pm, the noise level will be controlled so that neighbors are not disturbed. All sound equipment must be turned down at 11:00 pm.
8. At 11:00 pm all activities outside the clubhouse will cease. This includes the parking lot, patio and basketball courts.
9. All items on the clean-up check list must be completed and the clubhouse must be vacated by 1:00 am unless other arrangements are included in the contract.

DEPOSITS WILL BE FORFEITED IF:

1. Any damage has been done to the property.
2. Any property is missing.
3. There is evidence that any smoking has been done in the clubhouse.
4. There is evidence that alcoholic beverages have been consumed on the premises.
5. There was failure to follow the rental rules.
6. There was failure to complete any clean-up on the check list.

CLUBHOUSE CLEAN-UP CHECKLIST

1. Wipe down all tables and countertops, including any folding tables and chairs that are used. All furniture is to be replaced in original position.
2. The kitchen is to be swept and mopped.
3. Wipe down refrigerator, microwave, stove and sink.
4. Any spills on the carpet must be wiped up and cleaned with carpet cleaner (provided).
5. The entire carpet must be vacuumed after all the guests leave (this includes under the tables).
6. Report any breakage to Areal Real Estate, 816-797-0112 or arearealestate@hotmail.com
7. Clean the restrooms and empty all trash baskets.
8. Make sure the sofa and chairs are clean and vacuumed.
9. All trash is to be bagged and tied securely and taken to the trash containers on the north side of the clubhouse, inside the fenced enclosure. Replacement bags are in the kitchen drawer.
10. Re-set the thermostat to 60 degrees when the furnace is used and to 80 degrees when the air conditioner is used.
11. If lower level game room is used, account for all pool balls, sticks, foosballs and table tennis equipment.
12. Make sure both trash cans on both sides of doors outside are clean of cigarette butts and trash bags are emptied and replaced with clean trash bags.
13. Make sure all doors are locked before leaving the clubhouse.
14. Leave the key on the island countertop in the kitchen area. Your deposit will be refunded to you by mail in seven business days.

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