

# Retreat at Union Square Clubhouse Rental Agreement

Date of Function: \_\_\_\_\_

Name of Resident: \_\_\_\_\_

Bldg & Apt#: \_\_\_\_\_

Type of Function: \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_ Maximum Number Allowed: **40**

Will You Be Using The Cooking Appliances? \_\_\_\_ YES \_\_\_\_ NO

**I agree with the following terms & conditions:**

**NO SMOKING IS PERMITTED IN THE CLUBHOUSE OR THE SURROUNDING GROUNDS**

**NO ADMITTANCE TO THE POOL AREA OR DECK FOR ANY REASON.**

**TURN FIREPLACE STOVE & OVEN OFF BEFORE YOU LEAVE CLUBHOUSE.**

A deposit of \$300.00 and a \$35.00 rental fee is required when signing this agreement to be returned if the Clubhouse is left in acceptable condition. **I understand that if the Clubhouse does not meet Retreat at Union Squares standard, the \$300.00 will go towards any damages and/or clean up charges. Additional charges may be imposed if necessary.**

Key Fob # \_\_\_\_\_ will be issued the day of the event. If not returned it is a \$100 charge. Any decorating or set-up will be done that day and removed that evening. Any furniture moved will be returned to its proper position. **Please leave key in drop box the day of your function after you are done using the clubhouse.**

**You are responsible to bring your own party supplies, including your own cleaning supplies, vacuum cleaner, mop, coffee, filters, garbage bags, etc. Please do NOT use anything that is in our cupboards, including our napkins, food, coffee filters, etc.** If management feels that it is necessary, we will ask that you replace the items used that were not yours, with the same brand that we had purchased.

**Any kitchen appliances that you used will be cleaned and all counters washed. All burner covers will be cleaned, with no residue left on them. Rugs will be vacuumed and floors mopped.**

**Any food shall be removed from the refrigerator/freezer the night of your function. If the items are not moved, there could be a charge.**

**Restrooms will be cleaned.**

**Garbage will be removed from the clubhouse and placed in trash bins.**

**All lights will be turned off except for outside front lights and ceiling light in entranceway. The blinds can remain open.**

**Lock all doors and windows. Make sure that the front entrance/exit to clubhouse latches & locks when you leave.**

Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

Management \_\_\_\_\_ Date \_\_\_\_\_