

## CLUBHOUSE / AMENITY RENTAL AGREEMENT

I, \_\_\_\_\_, would like to reserve the Clubhouse / Amenity (the "Center") on \_\_\_\_\_ for the purposes of (the "Activity"). I understand that there is a security deposit of **\$400.00** required, payable when the reservation is made (checks only, payable to **Windsor at Harper's Crossing**). The security deposit is refundable, provided there are no damages to the Center and/or the premises owned by Windsor Property Management Company (the "Company"), the key to the Center is returned (if applicable), as stated herein, and the Center is left in the same condition that it was in before the rental. The failure to return the key, within 24 hours of the Activity shall result in an additional \$25.00 charge. If damages exceed the deposit, the excess amount will be due as additional rent upon invoicing. I understand that I am responsible for all acts or failure to act of persons who attend the Activity which result in damages to the Center or any premises owned by the Company or personal injury of any kind.

- Clean bar, sink, counter tops, glassware, metal ware, and mop floors
- Remove all food items from the refrigerator and clean refrigerator
- Wipe off tables and chairs
- Remove all trash, empty all trash cans and replace plastic liners
- Remove all party items
- Lock all doors and turn off all lights

If alcoholic beverages are to be consumed during the Activity, I understand that I am responsible for obtaining a licensed bartender or an off-duty police officer and the name of that person shall be provided to the management office prior to the activity.

I understand that there is a Rental Fee of **\$200.00**, payable by check (separate from the security deposit check) made out to **Windsor at Harper's Crossing**. This must be paid at the time that the reservation is being made.

- I understand that smoking is not permitted inside any buildings owned by the Company.
- I understand that **pool parties are not permitted**.
- I understand that **the activity must be contained within the Center**.
- I understand that my guests and I must abide by all rules and regulations that are in place at this apartment community, such as parking regulations and noise regulations.

If you plan on using the pool table as a hot or cold food serving location, please make the Leasing Office aware. We will have our maintenance team place boards on the table to ensure no damage is done to the pool table.

**Maximum Attendance is 40 people. The function must end and the Center must be closed by Midnight.**

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Print Resident's Name

\_\_\_\_\_  
Resident's Apartment No.

\_\_\_\_\_  
Number Attending

\_\_\_\_\_  
Resident's Daytime Phone No.

\_\_\_\_\_  
Time of Event/Hours

\_\_\_\_\_  
Resident's Evening/Cell Phone No.

\_\_\_\_\_  
Date Reserved

\_\_\_\_\_  
Deposit Received/Check #

\_\_\_\_\_  
Management Signature