

Clubhouse/Amenity Rental Agreement

Resident: _____
Apt #: _____
Contact Phone #: _____
Email Address: _____

Reservation Dates: _____ **To** _____

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 \$ _____ required and that 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 Center is left in the same condition that it was in before the rental and that the Activity ends at the designated time stated below. 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.

Rules and Regulations:

- 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.
- I understand that there is a Rental Fee of \$ _____, (separate from the security deposit check).
- I understand that if I cancel the reservation less than 72-hours before the check-in time, *this rental charge is not refundable*
- 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 I and my guests must abide by all rules and regulations that are in place at this apartment community, such as parking regulations and noise regulations.
- **Maximum Attendance is _____ people. The function must end and the Center must be closed by _____ o'clock. If the Activity goes past this designated time, you agree to pay an additional \$50 for each 30 minutes.**
- **The Center closes at 11:00 PM. If the function goes past 11:00 PM, there will be an additional \$200 fee.**

I have read the above and understand my responsibilities and agree to the conditions cited above.

Resident Signature(s): _____ **Date:** _____

Manager's Signature: _____ **Date:** _____

*We reserve the right to change/cancel this reservation for any reason.