

NO CASH ACCEPTED

CLUBHOUSE RENTAL -- McNEILL FARMS CLUBHOUSE

NO POOL RENTAL

RENTAL OF THE CLUBHOUSE AT MCNEILL FARMS WILL BE ACCORDING TO THE FOLLOWING GUIDELINES:

1. **The Clubhouse may only be rented by a RESIDENT of McNeill Farms Condominiums, and the responsible party **MUST** be in attendance during the event. Condo fees must be current to rent the facility.**
2. **There will be a \$150.00 non-refundable charge for use of the Clubhouse, payable at time of reserving your date.**
 - The \$150.00 check or money order must be submitted, payable to the McNeill Farms Condominium Association. No credit cards or cash are accepted.
 - **The \$150.00 charge covers the usage of the Clubhouse for up to a six-hour period.** This six hours includes preparation and clean-up by the . Any extra time used after the six-hour period will be billed at a rate of \$100 per hour, broken down into 15 minute increments at \$25 for each increment. (i.e. 1-15 minutes over - \$25; 16-30 minutes over - \$50, etc.) The Clubhouse attendant present at the party has the authority to determine if the event has extended beyond the initial six hours.
 - Events canceled less than two days prior to the event will not be refunded the \$150 fee.
 - **If the fee is not paid at the time of scheduling your date, your will not be able to reserve the clubhouse.**
3. A representative of McNeill Farms will inspect the facility for any existing conditions and/or damage to the facility (i.e. stains in carpet, furniture, tears in fabric, etc.) prior to the event and again after the event to determine any damages. Damages or thefts to the Clubhouse or equipment and any follow-up cleaning done by the Association will be billed to the renting resident.
4. The resident is responsible for removing all personal items from the Clubhouse and for cleaning up trash left in or around the facility. The \$150.00 charge includes standard clean up of the Clubhouse, including vacuuming, wiping of tables, mirrors, windows, and doors, mopping of floors, emptying of trash containers, etc., by Clubhouse staff.
 - The responsible party **must** remove all decorations, food, alcohol, and/or kegs from the premises at the conclusion of their function. Clubhouse staff **will not be** responsible for any of these items.
 - The responsible party is responsible for picking up trash, including paper products, food items, bottles, etc. found in and around the facility.
 - All monies necessary to restore the facility to its exact condition prior to the scheduled date of use that exceed the \$150.00 fee will be paid by the responsible party no later than one week after the scheduled date of use given all estimates for damage are received within that time. Costs due to remaining balloons, etc. setting off the motion detector will be charged to the party responsible for the event.
5. The maximum number of attendees for an event (Clubhouse only) cannot exceed **36** people. This includes the Clubhouse attendant.
6. Activities in the Clubhouse must end no later than 11:00 p.m.
7. Rules of the Clubhouse must be observed at all times. Rental of the Clubhouse does **not** include use of the Fitness Center, or Pool and **NO** persons from the scheduled event will be permitted to use the Fitness Center equipment or Pool during that time.
8. The Fitness Center and Pool Area **MUST** remain available to all residents during regular open hours. (Clubhouse staff and the governing party of the McNeill Farms Condominium Association cannot be responsible for any guests' or other residents' actions and behaviors during the time of the event.)
9. Unsupervised children and unsupervised teen parties are prohibited.

10. No underage drinking, illegal drugs/substances, etc. will be permitted. Failure to comply will be cause for police enforcement.
11. The Clubhouse staff reserves the right to remove any unruly guests or residents at any time.
12. A Clubhouse staff person will be present for the duration of the party in order to assist with opening and closing of the building, supplying restrooms, and any other miscellaneous needs of the event scheduled.
 - The staff person **must** enforce all Clubhouse, Fitness Center, and Pool Area rules.
 - The staff person will **not** be permitted to serve any alcohol to the guests of the particular event.
 - The staff person will be there **only** to assist in the use of the Clubhouse and is **not** permitted to assist in the event itself.
13. The Clubhouse will **not** be available for rental during the following holidays/times:

New Year's Eve	Fourth of July	Christmas Eve
New Year's Day	Labor Day	Christmas Day
Easter	Thanksgiving Eve	
Memorial Day	Thanksgiving Day	
14. The governing party of McNeill Farms Condominium Association and the Clubhouse staff will **not** be held responsible for any injuries that occur before, during, or after the event, or as a direct result of the use of the Clubhouse, Pool, or any other facilities of McNeill Farms. If any injury does occur, an Accident Report Form must be filled out by the Clubhouse staff.
15. There will be no **DJ's, or live music** allowed.
16. Decorations are allowed within reason.
 - There will be no glitter or confetti used in the Clubhouse.
 - Balloons must be securely tied down.
17. The governing party of the McNeill Farms Condominium Association reserves the right to cancel or alter this agreement at any time.

Responsible Party (print): _____

Rental Date: _____

Address: _____

Time of Event*: _____

Phone: (H) _____ (W) _____

Type of Event: _____

Fees: Rental Charge: **\$150**

THE UNDERSIGNED UNDERSTANDS AND AGREES TO THE ABOVE CONDITIONS.

Responsible Party (Print Name)

Signature

Date

McNeill Farms Representative (Print Name)

Signature

Date

****Subject to Attendant Availability***

Revised March 2013