



Brook Glen Neighborhood Association, Inc.
Clubhouse Reservation Agreement

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Renter: _____

Date of Event: _____

Event Time: _____ to _____ (All events end at or before 2:00 a.m.)

Home Address: _____

Email: _____

Home Phone: _____

Cell Phone: _____

Projected # of Guest: _____ (not to exceed 90 upstairs and 40 downstairs)

Purpose of Function: _____

Police Officer/ Security: _____

Rental fees are due upon execution of this agreement. Damage Deposit is

Rental Fee Non-Refundable (member 1st & 2nd rental \$150)
Payment type _____ \$ _____ (member 3rd + \$375/non-member \$675)

Damage Deposit Refundable
Payment type _____ \$ 300.00 (Do Not Pay via PayPal)

*Payments may be paid in Cash, Money Order, or PayPal. Members may pay with checks.
Non-member Damage Deposits must be paid in Cash, or Money Order.*

I have carefully read, understand, and agree to the terms of this Agreement, and the rules for use of the facility.

Signature: _____ Date: _____

BGNA: _____ Date: _____



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1. I agree to reserve the facility of the Brook Glen Neighborhood Association ("The Association"), under the terms and conditions set out in this agreement and will adhere to all rules and regulations governing the facility's use. Failure to comply with any of these terms will constitute a breach of this agreement and may result in forfeiture of my deposit.
2. The Association reserves the right to have a representative enter and inspect the facility after setup and, if necessary, during your event.
3. I am reserving the facility for the purpose, date and time documented on page 1 of this agreement. I understand that I am being granted exclusive use of the facility. I hereby agree and represent that the facility will be used for lawful purposes only, and that if any conduct at the function I am sponsoring violates federal, state, or local laws or ordinances, rights to the facility under this agreement shall be terminated and The Association shall have the right to take immediate possession of the facility and ask all guest to leave the property.
4. I understand the maximum capacity for the upstairs is 90 and the downstairs is 40 as indicated by law. Total facility capacity is 130 people. I agree that the number of people attending my function will not exceed the maximum allowed for the reserved area. If my event exceeds maximum capacity my rights to the facilities under this agreement shall be terminated and The Association shall have the right to take immediate possession of the facility and ask all guest to leave the property.
5. Parties for young adults between the ages of 13-25 must be by invitation only. Security is required for all events involving this age group.
6. All events shall end at or before 2:00 a.m.
7. I understand that **no** attachments are allowed on the walls, no tape, pins or staples. Use of glitter and confetti type decorations are not permitted. Use of a fog or smoke generating machine inside the facility is not allowed. Failure to comply will result in forfeiture of my deposit.
8. I agree to clean up after my function, including removing any decorations, personal property and removal of trash. I understand my deposit will only be returned to me if there is no damage to the property, the facility is free of trash, and the condition of the facility after use is as I found it. The Association has the right to assess my deposit for all damages to the facility, its contents, or any other portion of the property resulting from any action or inactions of persons present. I understand that any charges against my deposit will be explained. If the cost of repairs exceeds the amount of my deposit, I agree to pay The Association the full cost of all repairs within ten (10) days of receipt of written explanation of the damages and a bill for the expenses incurred by The Association for such repairs. Failure to remit payment for damages within the time indicated will result in legal action. I agree to pay all fees (attorney, etc.) incurred collecting this debt.
9. I assume all responsibility, risk, liabilities, and hazards incidental to the activities applied for (including), but not limited to, the serving of alcoholic beverages. I assume responsibility for the behavior and actions of all persons attending or in any other way associated with my event.
10. I agree to indemnify, defend and hold harmless The Association, its officers, directors, employees, agents and members, past present and future from and against all demands, suits, judgments, settlements, claims, damages to persons and/ or property, fines, liens, losses and other liabilities, including reasonable attorneys' fees arising out of or in any way related to my use of the facility, including claims for loss or damage to any property, or for death or injury to any individual.

Initial: _____

Date: _____



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After your event ends, please complete the following checklist. Any items not completed to the satisfaction of the Facility Manager **WILL result in forfeiture of all or part of your deposit.**

Kitchen

- ☐ Refrigerator, both ovens and microwave cleaned
- ☐ Counters wiped clean
- ☐ Sink Cleaned (including no food left in garbage disposal)
- ☐ Floor mopped (not sticky)

Bathrooms (including downstairs if used)

- ☐ Toilet Cleaned (including around base)
- ☐ Sink Cleaned
- ☐ Floor mopped (not sticky)

Upstairs Great Room

- ☐ No attachments allowed on the walls
- ☐ All Floors vacuumed or swept and then mopped
- ☐ All decorations removed (including balloons, ribbons, strings, etc.)
- ☐ No glitter or confetti decorations allowed

Downstairs (if used)

- ☐ Floor swept and mopped
- ☐ No attachments allowed on the walls (no tape, staples, pins, etc.)
- ☐ All decorations removed (including balloons, ribbons, strings, etc.)

Miscellaneous

- ☐ No fog or smoke generating machine
- ☐ Return tables & chairs to storage in accordance with posted signs
- ☐ Trash must be bagged and then placed in large green trash bin with lid closed
- ☐ Any trash that doesn't fit in the large bin with lid closed, must be removed from the premises
- ☐ Ensure parking area is free of trash
- ☐ Remove any signs, balloons from mailbox area
- ☐ Thermostat set to 78 in summer & 65 in winter
- ☐ Turn off all lights (upstairs and down), Lock all doors and set the alarm
- ☐ Return Keys
- ☐ False Alarms that result in Police or Fire dispatch **will be accessed a \$100 fine**

Initial: _____

Date: _____