



SANDY POINT
IMPROVEMENT COMPANY

CLUBHOUSE RENTAL AGREEMENT

NAME: _____
ADDRESS: _____
PHONE #: _____ LOT/BLK/DIV: _____

I hereby agree to the following rules and charges for use of the Sandy Point Improvement Company Clubhouse on _____, _____ for said _____ party. Approximately _____ (limit of 96) guests will be present. Party hours will be from _____ to _____.

1. Charge of \$185.00 (damage/cleaning deposit =\$150.00 plus rental fee=\$35.00)
2. Renter provides own music, utensils and supplies for said party.
3. Noise limit shall be controlled so as not to disturb neighbors.
4. All rooms are to be left in the condition found or better. Prior to party renters must complete a walk through with General Manager and/or Housekeeper to review checklist on the condition of the premises.
ALL CLEANUP SHALL FOLLOW PARTY AND NOT BE LEFT UNTIL THE FOLLOWING DAY. You may option to have the room cleaned by SPIC at a rate of \$20.00 per hour. This arrangement to be made prior to the party – costs will be deducted from the deposit.
5. Restrooms shall be left in clean condition.
6. **Renters shall remove all garbage from the premises.**
7. Refunds will only be made after thorough inspection.
8. No animals allowed on premises
9. No smoking allowed.
10. **If alcohol is to be served a liquor license/permit shall be obtained and presented to S.P.I.C. prior to the rental date.**
11. No alcohol served to minors under 21 allowed. (See Release & Hold Harmless Agreement)

I will assume full responsibility and full liability for any damage that may result in addition to the above charges. I agree to hold the Sandy Point Improvement Company free and harmless from all claims for bodily injury and property damage including damage to the premises as well as third parties. (Please return this signed agreement and check made out to S.P.I.C. for \$185.00 to the above address prior to requested date. If approved by the SPIC Board of Directors you will be contacted by the SPIC office to confirm the date and arrangements).

Dated this _____, _____

(Property Owner)

(Property Owner)

CLUBHOUSE RENTAL AGREEMENT-CHECK LIST:

1. Contact the Housekeeper (384.3921) during the week of the function to set a date and time for review and check condition of facilities. Also set a date/time after the function for inspection prior to refund of deposit.

	<u>REVIEW PRIOR</u>	<u>REVIEW AFTER</u>
C = Clean		
NA = Needs Attention		
Kitchen Area	_____	_____
Cabinets	_____	_____
Counters	_____	_____
Refrigerator/Stove	_____	_____
Table/Chair Arrangement	_____	_____
Dining Area	_____	_____
Floors (mopped/polished)	_____	_____
Carpets	_____	_____
Windows	_____	_____
Garbage	_____	_____
Bathrooms	_____	_____
1 Cigarette/Garbage Container	_____	_____
3 Large Plastic Garbage Containers	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Comments:

2. Cleanup to be completed after function unless prior arrangements are made with manager.
3. S.P.I.C. is not responsible for garbage. Take it with you. There will be two garbage sacks left on the counter for your convenience.
4. Furniture replaced as it was at the first inspection with Housekeeper/Manager. Put tables and chairs back as they were.
5. If refrigerator is unlocked for your convenience, and used, wipe clean any spillage. (Do not touch/use clubhouse committee supplies in refrigerator.) Same cleaning applies to stove and microwave.
6. Wipe clean counters, cabinets, tables and chairs.
7. Sweep or dry mop floors. Clean any black marks off of floor.

CLUBHOUSE RENTAL AGREEMENT-CHECK LIST (con't):

8. Access to pool and golf course is not included in rental.
9. If dancing, please bring dance wax, which limits the wear and tear on floors.
10. If elevator is used, please be sure it is properly operated and be certain it is locked prior to leaving.
11. No animals allowed.
12. No smoking allowed.
13. If alcohol is to be served a liquor license /permit shall be obtained and presented to S.P.I.C. manager prior to the rental date.
14. No alcohol served to minors under 21 allowed. (See Release & Hold Harmless Agreement)
15. If candles are to be used please place in a candle holder and clean up any wax drippings.
16. Cigarette /garbage containers to be placed outside during party then cleaned and returned inside clubhouse.
17. Last but not least – time limit – close by 1 A.M.
18. Set security alarm prior to leaving.
19. Return keys to Housekeeper by 12:00 P.M. (noon) the next day unless other arrangements have been made with General Manager prior to party. Make arrangements for inspection/review with Housekeeper and General Manager Prior to approval of deposit refund.

Have fun!

SOME EQUIPMENT IS AVAILABLE FOR RENT:

Check with Housekeeper - #384.3921
(i. e. warmers=\$15.00, coffee urns-\$7.50,etc)

* * * * *

On behalf of S.P.I.C. I have inspected the clubhouse and facilities following the above mentioned party and have found the facilities to be in _____ condition. The cleaning and damage deposit in the amount of _____ may be returned to the renter. Funds of _____ are being deducted for

_____.

Dated this _____

(Housekeeper)

(Outside Operations Manager)

