



**CLUBHOUSE RESERVATION AGREEMENT**

**REGISTRATION**

MEMBER NAME: \_\_\_\_\_

MEMBER ADDRESS: \_\_\_\_\_

TELEPHONE #(s): \_\_\_\_\_

EMAIL: \_\_\_\_\_

PROPOSED DATE FOR EVENT: \_\_\_\_\_ FROM: \_\_\_\_\_ TO: \_\_\_\_\_

**\*Events may not start prior to 10:00am any day. Events may not extend past 9:30pm Sunday-Thursday and 11:59pm on Friday/Saturday.**

**\*The room is not available for rent on days of lifestyle events.**

**\* Reservations must be made no less than 1 week prior to the event date.**

EVENT TYPE: \_\_\_\_\_

**POLICIES AND PROCEDURES**

The reservation is for the Hampton Room and the Grand Room, including kitchen facilities, and the building's restroom(s).

**The total 6-hour reservation block includes the time needed for set-up and cleanup. Additional hours can be purchased at a prorated amount of \$55 per hour for any event so long as the additional hours remain within the available hours for the clubhouse.**

The person listed on the rental agreement must be in attendance throughout the entire event.

Per the building's fire codes, the total number of guests must not exceed **85** in the Hampton room and the Grand room during any portion of the event. This means the total number of people allowed for any event is 85.

**Usage of the pool along with the clubhouse rental is not permitted. No wet clothes or feet are permitted inside the clubhouse. NO EXCEPTIONS!**

**Furniture cannot be moved except by Grand Hampton staff. Prior arrangement must be made to move furniture in any way. Movement without prior arrangement will forfeit either a portion or the entire safety deposit, as set forth below.**

**The white couch in the Hampton Room and all furniture in the Grand Room is not permitted to be moved during any event.**

All children should be properly supervised at all times.

Exterior doors shall not be propped open at any time during the event. All doors must remain closed to maintain indoor temperatures and deter unauthorized entry.

All attendees will park properly, avoiding the fire lanes and observing posted parking signs.

All trash must be securely bagged and disposed of properly after the event. **Do not** put boxes (including pizza boxes) in the trash cans. Leftovers and paper goods should be removed at the end of the event.

Smoking is prohibited inside the facility and pool deck and all cigarettes are to be properly disposed of in the smoking urns provided outside of the clubhouse entrance.

**Securing decorations (e.g., taping, tacking, nailing, stapling, etc.) to any surface of the ceiling and walls is prohibited and any damage done will forfeit the deposit.**

No open flames.

No bubble machines.

Please note the Grand Room is open for residents to pass through during regular club house open hours.

All rooms, including restrooms, are to be left in the condition they were found.

Catering and alcohol are permitted, however, if a company stays on property to perform these tasks (catering/bartending) a certificate of liability must be emailed into the Lifestyle Director at least seven business days before the event. The Lifestyle Director must be informed at the time of entering into this agreement if you intend to use professional catering or bartending.

The staff will be given instructions to inspect, lock, and secure the building promptly at the appointed time (referenced above) and to ensure all event attendees have vacated the premises at this time.

If all conditions are satisfactory, your deposit check will be shredded or returned, if claimed within 2 days.

If the deposit is forfeited, you will be notified in writing with an explanation within a week of the event.

The role of the Lifestyle Director/Melrose Management Partnership is limited to general oversight and rule enforcement.

The staff is not responsible for catering services, office services, set-up, cleanup, or identifying guests.

The Hampton Room is your responsibility during the hours of your event. If your event is after hours, please contact the staff members on site to notify them that everyone has left the facility so they can lock up the building before you leave. You **MUST** wait until they have arrived before you can vacate the premises.

Cancellation must be made at least two (2) business days prior to your rental start time, or your rental fee will be forfeited.

The Association reserves the right to terminate this agreement and cancel an event for any reason at least two (2) days prior to the rental start time. If the Association cancels an event, the deposit and reservation fee will be returned to you in full.

\*\*All rooms are video monitored.

**Checklist:**

- Use of Kitchen appliances
- Moving furniture (Hampton Room ONLY and excluding the white couch)
- Tables and chairs
  - Grand Hampton has 4 six-foot-long tables, 2 sixty-inch round tables, 22 fabric chairs and 16 metal folding chairs. **If you would like any additional tables or chairs, you will be responsible for providing them for the event and removing them when the event has ended.**

**Reservations/Payments**

I, \_\_\_\_\_, am a Member in good standing of the Grand Hampton Homeowners Association, and the party responsible for this event. By signing this Reservation agreement and initialing the Terms and Conditions above, I acknowledge that **breach of ANY of the above Terms and Conditions will result in the following:**

**First offense - \$150;** *if (a) any rules are broken or (b) damage found or excess cleaning is required that is equal to or less than \$150 in value, this fee will be taken out of the deposit check on file and you will be reimbursed for the remaining \$350. Any damage found or excess cleaning required in excess of \$150 but less than \$500 will result in the forfeiture of the full \$500 deposit.*

**Second Offense - \$500;** *full forfeiture of the damage deposit will be taken if the resident does not follow the terms and conditions of the contract a second time. The same damage and cleaning terms and conditions apply.*

**Third Offense – The member in question will be prohibited from renting the room unless authorized by the Board of Directors.**

*Regardless of the above terms and conditions, you are responsible for and will be charged the full and actual cost of any damage to the Facilities or extra cleaning required, even if such damage or cleaning exceeds \$500.*

*There is a \$350.00 fee due to reserve a six-hour block for the Hampton Room and Grand Room facilities.*

*This includes set-up and cleanup time. No reservation may not start prior to 10:00am any day. No reservation may extend beyond 9:30pm Sunday-Thursday or 11:59pm on Friday or Saturday. Receipt of the full fee, deposit, and completed agreement is required to validate the reservation.*

*Reservation is to be made no less than 2 weeks prior to the event date.*

*You are responsible and will be charged for the actual cost of any damage caused to the Facilities.*

*Please make checks to be made payable to Grand Hampton H.O.A.*

**\$350 PAYMENT RECEIVED**

Check # \_\_\_\_\_ BY \_\_\_\_\_ ON \_\_\_\_\_.

**\$500.00 DAMAGE DEPOSIT RECEIVED**

Check # \_\_\_\_\_ BY \_\_\_\_\_ ON \_\_\_\_\_.

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

*Cancellation must be made within 2 business days of your rental start time or your rental fee will be forfeited.*

Lifestyle Director  
(813) 973-8368  
grandhampton@melroselifestyle.com