

## **River Rest Clubhouse Rental Agreement Be Sure To Read/Sign Entire Document**

Only River Rest Homeowners may rent the clubhouse.

Contact April Lovik at [alovik@sentrymanagement.com](mailto:alovik@sentrymanagement.com) to request your date and an application form.

**Per day rental is \$100 for River Rest Homeowner/\$150 for River Rest Condo Residents/\$150 for “for profit” use-** due five business days **prior** to the rental date along with full application attached.

**Security deposit for rental is \$250.00** – payable at least five business days **prior** to the rental date. The clubhouse key can be picked up the day before the rental. Renter is responsible for all cleaning and returning the clubhouse to its original setup. Renter is responsible for any damages to the clubhouse, including all furniture, kitchen or bathroom items **as well as the items specified on the clubhouse**-required **checklist**.

**Local Contact:** April Lovik 615-269-7016 (Ext. 209) 216 Centerview Dr Ste 100 Brentwood

***After receiving your signed Agreement and Monies, April will send an email confirmation to you.***

To receive the \$250 deposit back, renter is expected to:

- Fulfill all cleaning needs specified in the Rental Checklist form.
- Vacate premises by noon on the day following the event.
- Return key to Sentry Representative within 24 hours (Lost key will result in \$100 charge).
- Completed inspection of checklist by the Sentry Representative (will be done within 48 hours of key return).

**“For profit” commercial events consist of invitation-only sales (such as Thirty-One, jewelry, Tupperware, et al.), art classes, etc.** No sales events such as garage sales, yard sales, moving sales, or estate sales will be allowed. Plastic cloths are required to protect banquet tables for craft-type rentals.

“Not for profit” organizations authorized by the Board of Directors may use the clubhouse on a **based on availability** basis free of charge providing that the clubhouse is **cleaned** and left in its original condition before use. Recurring monthly non-profit functions must be scheduled on Monday-Thursdays. Any misuse of the facility will result in the cancellation of any future use.

**Cancellation Policy:** Any cancellations to a booked rental date must be submitted to the Sentry representative and approved three business days prior to the event. ***Failure to do so will result in a 50% charge of the daily rental, i.e. \$50 for River Rest Homeowners and \$75 for "profit"/condo rentals.***

**Damages:** Any damages to the clubhouse and its contents or surroundings that exceed the \$250 security deposit are the responsibility of the homeowner who reserved the clubhouse. These charges must be paid within five business days of the rental and will additionally include the rental costs for any bookings that must be cancelled as a result of the damage repair period. If a lawsuit is necessary, the homeowner who reserved the clubhouse will pay all legal fees and court costs.

Events sponsored by the Board of Directors are not subject to any payments, but a reservation is required.

**NOTE: Additional Clubhouse Rules of the Rental:**

- No renter or homeowner may reside overnight at the clubhouse without the prior written approval of the River Rest Board.
- No pins or tape allowed on the walls, doors, floors, ceiling, fireplace, or furniture.
- No smoking allowed inside the clubhouse. The renter is responsible for providing outside containers or receptacles (can with sand) for extinguishing cigarettes or cigars. All receptacles must be cleaned up and disposed of after the event.
- **Use of the River Rest Pool is NOT INCLUDED in the clubhouse rental.**
- **NO FIRES ALLOWED IN THE FIREPLACE AT ANY TIME!!!!!!**
- The volume of noise, music, or amplified sound must not disturb neighbors and must cease by 9:00 pm on weeknights and Sundays – as well as by 11pm on Fridays and Saturdays.

The rental agent or River Rest Board reserves the right to refuse any rental application.

## Clubhouse Rental Agreement

I agree to hold the River Rest Homeowners' Association harmless with regards to the rental of the clubhouse.

I am legally and financially responsible for my actions and the actions and safety of my guests.

I am legally and financially responsible for the clubhouse and its contents as a result of my rental.

I have read this agreement in its entirety and agree to the River Rest Rental rules above.

I understand that a lost key will result in a non-refundable \$100.00 charge.

I have reviewed the "Rental Checklist" and agree to its terms.

Signed \_\_\_\_\_

Resident \_\_\_\_\_ Address \_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

HOA/Sentry

Rep \_\_\_\_\_

Date of Rental \_\_\_\_\_

Rental Fee \_\_\_\_\_

Deposit Paid Check # \_\_\_\_\_

Key Returned \_\_\_\_\_

## Rental Checklist

### **TABLES AND CHAIRS/Accessories**

Four 8-foot banquet tables

Two 6-foot banquet tables

Two round banquet tables

32 folding chairs

4 parson tables with 16 upholstered chairs

Banquet tables and chairs are to be cleaned and returned to their stacked position in the storage closet.

Return all cleaned parsons tables w/ four upholstered chairs per table to original place in Main room.

Fireplace clock and framed prints (***Please do not touch hands on clock- must be set on back***)

### **KITCHEN**

Clean and store all kitchen equipment and utensils.

Wipe all countertops, stove, and sink.

Remove all items from the refrigerator and clean any spills.

Sweep and mop kitchen floor.

Remove all trash to the outside trash bins behind the clubhouse.

### **BATHROOM**

Sweep and mop bathroom floor.

Clean bathroom sink, toilet, and mirror.

Remove all trash from bathroom to the outside trash bins behind the clubhouse.

### **MAIN ROOM**

Vacuum, sweep and mop the great room floor.

Place thermostat on 80 degrees in summer or 60 degrees in winter.

Turn off the lights in kitchen, bath, and main room.

Verify that all windows and doors are locked.

Lock the clubhouse doors.