

COMMUNITY ROOM EVENT FORM
Private Rental

The entire building is NO SMOKING at all times! This is to include both decks.
The only area allowing smoking is outside the main entrance with all cigarette butts placed in the provided container.

Owner Sponsors in good standing may request use of the Community Room of the Clubhouse through the Queen's Landing office for a Private Rental (family-oriented event, such as a reception, bridal or baby shower, anniversary, birthday, reunion, etc)

The Clubhouse Committee Representative (CCR) must know the following:

1. Nature of the event _____
2. How many people will attend? _____ (Fire regulations require specific numbers - Maximum of 150 people)
3. The band or disk jockey's name (if applicable) _____
4. Date of event _____ Hours requested _____
Basic fee includes 6 hours. Additional hours can be reserved, prior to the event, at \$50/additional hour. The event must end by midnight.

The Queen's Landing office will present the request to the Clubhouse Committee. If the Committee approves the rental request, the following rules will apply:

1. The event must not conflict with any other community-scheduled event.
2. The event must be contained to the inside of the Community Room, not the pool, not the raquetball court, not the exercise room, and not the social/WIFI room.
3. The Renter must provide all supplies and refreshments. Community Room supplies may not be used for private parties.
4. Alcoholic beverages may not be sold without a pay permit to be provided by the Renter.
5. The Event Organizer must be present at all times during the private rental event and is responsible for the behavior of the attendees and is potentially liable for any and all damages.

6. The event must end by 12 midnight, and cleanup and closing procedures must be completed by 1am.
7. Three (3) checks are required in order to rent the upstairs club room payments. The first one in the amount of \$250 is a refundable deposit check which must be submitted with the application at least a month in advance of the event. That check will be held and not deposited unless there are damages to the hall and/or clubhouse itself as a result of the event. The rental check in the amount of \$175 and another check in the amount of \$75 (for clean up), must be given to the manager when the keys to the room are given to the party renting the hall. If your group cleans the hall and leaves it in satisfactory condition, the \$75 check will be returned along with the initial \$250 deposit check. All of the checks are to be made payable to Queen's Landing CUO.
 - A. Additional hours can be rented at \$50.00 per hour provided they fall within the rental time available set by the Clubhouse Usage Committee.
 - B. A deposit check of \$250 for any potential damages or infractions. The Clubhouse and Community Room will be inspected after the event. If it has been left in broom-cleaned condition and there are no damages, the entire deposit will be returned by the management company, less any applicable damage fees. If damages exceed the deposit, the repairs will be contracted and billed to the Queen's Landing Owner Sponsor.
8. The Queen's Landing Owner Sponsor must sign the rental agreement.

I, the undersigned, have read the CLUBHOUSE COMMUNITY ROOM PROCEDURES FORM and the CLUBHOUSE COMMUNITY ROOM PRIVATE RENTAL EVENT FORM and agree to abide by them.

Queen's Landing Owner Sponsor Signature:

Print Name & Unit #

Phone #

Signature

Date:

Event Organizer Signature: _____ **Date:** _____

CLUBHOUSE COMMUNITY ROOM PROCEDURES FORM

All Queen's Landing Association members are entitled to use the Clubhouse for community functions provided they are up to date with all condo dues. Arrange with the on site manager in the Clubhouse office or the Clubhouse Committee Chairperson to reserve a date for any event and obtain the access tag to open and close the Clubhouse.

ALL events are to be overseen by an event organizer, the unit owner or his/her designated representative.

Cleanup: Each function must have a cleanup crew designated by the Event Organizer. After an event, please follow the cleaning checklist below. It is the responsibility of the Event Organizer to see that all areas are tidied before returning the access tag.

Decorations: Avoid taping, nailing or stapling decorations to the ceilings or any paneled or painted areas. Hooks are provided above each window to use for decorating the Community Room.

Checklists: Each item below must be completed and checked by the Event Organizer (EO) and a Clubhouse Committee Representative (CCR) before vacating the Clubhouse. Failure to do so will result in additional fees.

Date of Event: _____ Time of Event: _____

Event Organizer (EO) _____

Clubhouse Committee Representative (CCR) _____

Cleaning Checklist:

EO CCR

- | | | |
|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | Bar counter wiped clean |
| <input type="checkbox"/> | <input type="checkbox"/> | All decorations taken down and removed from room |
| <input type="checkbox"/> | <input type="checkbox"/> | Reset the tables and stack the chairs as they were prior to event |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen area cleaned, small appliances unplugged and cleaned |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen utensils washed and put away |
| <input type="checkbox"/> | <input type="checkbox"/> | Kitchen floor swept |
| <input type="checkbox"/> | <input type="checkbox"/> | Dance floor swept |
| <input type="checkbox"/> | <input type="checkbox"/> | Garbage must be in trash bags and placed in the designated trash area outside the building |
| <input type="checkbox"/> | <input type="checkbox"/> | All cleaning supplies returned to kitchen |
| <input type="checkbox"/> | <input type="checkbox"/> | Tablecloths, dish cloths washed |

- No food or drink left behind

Notations of problems or damages not on the previous Cleaning Checklist:

Closing Procedures:

EO CCR

- All windows closed and locked
- Both Community Room doors to the decks must be closed and locked
- Lights and fans turned off
- Heat is to be set at 65 degrees, on AUTO
- Air Conditioning is to be set at 72 degrees, on AUTO
- Final check to assure all trash is outdoors in the designated area
- Entrance door to the Community Room is closed and locked
- Entrance door to Clubhouse closed and locked
- Access tag returned to CCR promptly after use

Time exiting the building: _____ After 1AM - automatic \$75.00 charge will be assessed.

EO (initials) _____ CCR (initials) _____

We have worked hard to improve our Clubhouse; and it takes the cooperation of all to keep it looking nice and clean. Thank you for your help.