

APPLICATION FOR PRIVATE USE OF COMMUNITY CENTER

Event date will not be guaranteed until a rental fee of \$100.00 is received along with this application. A Security Deposit of \$100.00 will be due 30 days prior to the event. Please include event date on the check and make check payable to THE VILLAGES AT QUAIL RUN.

Type of Event _____ Date of Event _____

Unit Owner _____ Arrival Time _____

Unit Owner Address _____ Departure Time _____

Phone Number _____ # of Guests Expected _____

(MAX 100 GUESTS)

Name of Caterer _____ Phone # _____

Name of Band _____ Insurance required for both caterer and band

Descriptions of Decorations to be used _____

I have read and agree to the regulations governing the use of the Community Center

Signature of Unit Owner _____ Date _____

Signature of C.C. Representative _____ Date _____

In the event you have to cancel, your rental fee will be refunded provided there was no other unit owner who requested and was denied the date reserved for you.

END OF EVENT COMMUNITY CENTER RESPONSIBILITIES

WE ASK THAT YOU LEAVE THE COMMUNITY CENTER AS NEAT AS YOU FOUND IT

CHECK LIST

THESE ARE REMINDERS OF THE DUTIES INVOLVED THAT YOU ARE RESPONSIBLE FOR WHEN YOU SIGN THE CONTRACT TO RENT THE COMMUNITY CENTER FOR AN EVENT.

1. All refuse must be removed from counters, tables, chairs and floor. _____
2. All refuse must be bagged and placed in outdoor barrels. _____
3. All counters and tables including the coffee tables must be wiped clean. The floor must be swept and spot wiped and the rug vacuumed. _____
4. The refrigerator and cabinets must be cleared of the renter's food and taken home. _____
5. The furniture in the room must be put back in the same order as found. This includes stacking the chairs. _____
6. The cleanup of the community center must be completed within an hour after the event is over. _____
7. The lights must be turned off and outside door double locked. _____
8. If the community center is left in the same condition as found, your security deposit will be returned in full. _____
9. If additional cleanup is determined necessary during the after event walk through, your security deposit will be forfeited on a prorated basis. The amount charged will depend on the condition and extra work required to put the community center back in order for use by the community. _____
10. If you have waived your walk through condition of the contract, the determination of the condition of the community center will be at the discretion of the Quail Run Social Committee Representative. _____

THANK YOU FOR YOUR CO-OPERATION IN THIS MATTER.

Community Center Representative _____

Renter _____ Phone Number _____