

CLUBHOUSE RENTAL APPLICATION

Owner's Name: _____

Address: _____

Mailing Address (if different): _____

Best Telephone: _____

Email: _____

Date Required: _____

Time Required: _____

Number of Guests: _____

Capacity is 80 people

Nature of Event: _____

Will the Kitchen Facilities be used? _____

Will the event be catered by external company? _____

Will there be entertainment (type of entertainment)? _____

Will alcohol be served?* (See 7 & 8 below) _____

Rental of the clubhouse and use of Copper Creek facilities can be denied to any homeowner not in good standing.

A \$500* refundable damage deposit is required as well as a \$200.00 fee submitted with this application. Sorry, no credit/debit cards. The application must be submitted at least 14 days prior to the date of the rental. The Security deposit will be refunded after the facility is checked for cleanliness and damage within a week after any event. In the event damage is caused to the facility, the renter of the clubhouse may forfeit all or part of their deposit as well as have any other costs for repairs assessed to their homeowner account. The homeowner/ renter of the facility is responsible for himself and his guests knowing and following all the rules and regulations regarding the use of the clubhouse and other Copper Creek facilities: breaking these rules may result in fines to the homeowner.

CLUBHOUSE REGULATIONS

1. NO SMOKING IS ALLOWED IN THE CLUBHOUSE. Guests may smoke on the back patio only.
2. **No weapons of any kind are allowed in or around the clubhouse during events.** Leave them in your vehicle or house.
3. A clubhouse reservation is for the Clubhouse Social Room, billiard room, lounge and back deck only. The exercise room, pool, and spa and playground are not reserved. Party members cannot use the gym and they may only occupy the pool area with ten guests at a time. All pool rules must be followed and adults must supervise children under 14 years old.
4. Reservation Applications and payments must be submitted by a member of the Association at least fourteen (14) days prior to event. Renters are not allowed rental of the clubhouse unless the owner completes the reservation application form and is present during the event.
5. Reservations are limited to one day 8 am - 10 pm, unless approved by the Board of Directors. The facilities should be cleaned and vacated no later than 11:00 pm.
6. The member resembling the Clubhouse shall arrange for all pick-ups and deliveries to be made the day of the event unless otherwise approved by the Board of Directors.
7. The maximum occupancy of the Clubhouse is eighty (80) persons due to fire regulations.
8. Guests for events can park in the circular driveway or stall spaces but SHALL NOT park on the streets.
9. Alcohol consumption is allowed in the clubhouse; however, no loud, obnoxious or intoxicated behavior will be tolerated and there will be no glass containers for drinking allowed. Alcohol is allowed only for special event rentals and only allowed inside the club house and on the back deck, not on the lawn, the pool area, the gym, the playground or streets.
10. For parties serving alcohol, there will be a mandatory charge for an extra security guard levied on the renter of the clubhouse. The guard will be hired through the Management Company and in the employ of the Association's Security Company: the charge will be a flat fee of \$216 for four hours or less and \$432 for more than four hours.

See Reverse side for more information

11. Fees to reserve the clubhouse: **a non-refundable \$200.00 deposit and a refundable (upon inspection) \$500.00* deposit.** The fee will be refunded if the clubhouse is left in the same condition as prior to being used. If damages occur the deposit will not be refunded. The check shall be payable to Copper Creek HOA and must accompany the Reservation
12. Application and fees may be sent to the Association in care of the management company. Only upon receipt by management of the signed Reservation Application can the reservations be guaranteed. Reservations are on a first come, first served basis. Any damages in excess of \$500.00* will be charged to the homeowner reserving the clubhouse.
13. Live bands or disc jockeys are permitted, but, music must be limited to the enclosed Clubhouse and subject to the same restrictions enforced inside the community for noise.
14. Furniture must not be removed from the interior of the Clubhouse. Furniture is to be returned to the manner provided prior to use.
15. The member reserving the Clubhouse is liable and responsible for any damages caused by guests attending the event.
16. The member reserving the Clubhouse shall be responsible for their own set-up and clean-up. Please take trash with you.
17. Classes may be offered at the Clubhouse, providing the class is open to all members and attended only by members and their invited guests and there is no charge for the class. One member must be responsible for reserving and cleanup of the facility.
18. The Clubhouse may not be used for commercial purposes. Products may not be sold in the Clubhouse for the profit of any individual or commercial enterprise.
19. Vendors cooking onsite with open flames, bounce houses and other services must provide an insurance certificate for general liability along with the Hold Harmless Agreement.
20. The member is responsible for setting appointment(s) with a designated committee member for inspection(s) of Clubhouse before and after event. The Inspection Checklist(s) is to be completed and approved by the Board of Directors, or designee.
21. Refunds of deposits are subject to costs incurred for:
 - a. Damage to Clubhouse and/or its contents
 - b. Cleaning of the Clubhouse (to restore to condition prior to use)
 - c. Violation of the Guidelines and Conditions for reserving the Clubhouse.
 - d. Owner/Tenant not leaving premises by appointed time will result in an additional fee of \$20 per 15 minute increments.

VERBAL RESERVATIONS ARE NOT GUARANTEED UNTIL THE FORM, FEE AND SECURITY DEPOSIT ARE RECEIVED. PLEASE CALL TO CONFIRM.

Signature of Homeowner/Tenant**: _____

Date Submitted: _____

**Any tenant wishing to rent the clubhouse must provide a signed power of attorney from the owner of the home granting permission to the tenant.

HOA USE ONLY

Date payment received _____ Cash _____ Check# _____

Date deposit received _____ Cash _____ Check# _____

See Reverse side for more information