

Clubhouse Rental Information

Rental of the Clubhouse is available for all members in good standing. The Clubhouse has a full kitchen, tables and chairs, and plenty of room for a private event. The rental fee is \$50. Please follow this procedure to reserve the Clubhouse:

1. Contact Tess Christie at: 812-879-5498 or at her email address: Treasurer@LakeHollybrook.com to check on Clubhouse availability.
2. Send a signed rental contract and a check or money order in the amount of \$50 for the rental fee.
3. Be sure to send a payment for the \$50 rental fee at least 2 days before the event.
4. Please take note of the Cleaning Checklist Below..It needs to be followed before locking up.

Clubhouse Cleaning Checklist

All cleaning supplies are located in the closet by the front door. Please let Tess Christie know if we are running low on cleaning supplies. You can reach her at 812-879-5498 or Treasurer@LakeHollybrook.com .

1. Tables & Chairs – Wipe all tables and chairs down and put them back in place as they were.
2. Floors – sweep all floors; remove any stains on carpet (use carpet cleaner if necessary), spot mop as needed on floors.
3. Please empty the dirt container on the front of the vacuum when full.
4. Kitchen and Bar – Wash, dry and put away all items used in the kitchen.
5. Empty Refrigerator and dispose of used items.
6. Bathrooms – Wipe sinks, clean toilets, restock paper goods, empty waste baskets and mop floors.
7. Trash – Empty all trash containers and replace new trash bags. Place tied trash bags in the trash receptacle outside.
- 8.. Heat and Air Conditioning – Turn the AC off or the heat down to 56 degrees when you leave.
9. Lock Up – Make sure both the front and side doors are locked.

LAKE HOLLYBROOK, INC. CLUBHOUSE RENTAL AGREEMENT

Receipt of Rental Payment from (name of member in good standing) _____ who owns a Lake Hollybrook Home at this address... _____

Date of Rental : _____ Time: From : _____ To: _____

It is understood that the above named member will leave Clubhouse, surrounding outdoor spaces, and parking area clean and free of trash, litter, etc. Members will also be responsible for any damages to the room, its contents, and appliances by themselves or their guests.

Member further agrees to pay a non-refundable Rental Fee in the amount of \$50. Payment shall be by personal check, cashier's check or money order, paid at least 2 days in advance.

CLUBHOUSE REGULATIONS:

Member further agrees to abide by Clubhouse rules, property rules, local ordinances, and state laws, including but not limited to those referring to liquor consumption, use of drugs or controlled substances, disturbing the peace, disorderly conduct, vandalism, and theft.

1. Member reserving the Clubhouse is responsible for his/her conduct and the conduct of his/her guest(s).
2. Member must leave Clubhouse, surrounding outside spaces/ parking area in the same condition/ state of cleanliness as he found them. All cleaning and reorganizing must be complete by the end of the event as listed in the first paragraph.
3. Management STRICTLY PROHIBITS the following:
 - Smoking in any area of the Clubhouse
 - Use of drugs or controlled substances
 - Lewd, immoral conduct, rowdiness, brawling, or fighting
 - Gambling or sale of liquor
 - Excessively loud music
4. Event must end, and the Clubhouse be ready to be locked up NO later than 11 p.m.
5. Event must be contained within the Clubhouse and surrounding outside spaces.
6. Lake Hollybrook, Inc. and the HOA assumes no responsibility for the member's or their guest's property.
7. Rental of Clubhouse is limited to Lake Hollybrook members only.
8. All functions must be approved in advance by a Board representative.

I HAVE READ THE FOREGOING AND HAVE PAID THE REQUIRED Rental Fee. (Please note that the Clubhouse will not be reserved for the date you have requested until the payment is received.)

Payment is to be made out to Lake Hollybrook, Inc.

Type of Function/Event

Member's Signature

Contact Information (phone and/or email)

Board Representative

Date

You can place the signed agreement in the lockbox located on the Clubhouse door or mail to:

Lake Hollybrook
Box 379

Gosport, IN 47433 Date Rental Paid _____ Board Representative Initial _____