

## Villas at Monarch Meadows Clubhouse Reservation Form

(PLEASE PRINT)

**\*\* Please read the entire form before signing \*\***

NAME \_\_\_\_\_ (Owner/ Renter) PHONE \_\_\_\_\_

(If renter, Name of LANDLORD \_\_\_\_\_)

*\*\*Note: Proof of residence is needed if you are a renter*

ADDRESS \_\_\_\_\_ (Town Home, Twin Home, Condo, Park Home, Cottage)

(Address for refund, if different than above : \_\_\_\_\_)

E-mail Address: \_\_\_\_\_ (A confirmation letter will be sent to you via e-mail)

DATE of EVENT \_\_\_\_\_ TIME OF EVENT \_\_\_\_\_ TO \_\_\_\_\_

EVENT \_\_\_\_\_ NO. OF PEOPLE \_\_\_\_\_

### **\*\*\$100 (refundable) deposit**

The time reserved includes your setup, take down, & cleaning time. Please make sure you reserve adequate time for these additional items.

#### **Please initial:**

\_\_\_\_\_ I have enclosed the minimum deposit: (*Make checks payable to: Villas at Monarch Meadows.*)

\_\_\_\_\_ Visa, Discover, or Master card

\_\_\_\_\_ Exp Date

\_\_\_\_\_ Billing Zip

\_\_\_\_\_ I understand that infractions of clubhouse rules by me or my guests will result in a \$100 fine

\_\_\_\_\_ I understand if the Clubhouse is not left in the proper condition when done, I agree my deposit will be forfeited and I will be responsible for any costs to repair any damage to the clubhouse

\_\_\_\_\_ I agree to use the cleaning checklist provided to me to make sure that the Clubhouse is left in a clean and sanitary condition

\_\_\_\_\_ I understand should any damages occur during my reservation I agree to notify the clubhouse office

\_\_\_\_\_ I understand that the deposit check will be mailed within 7-10 business days after my cleaning checklist has been received by Advantage Management

\_\_\_\_\_ I understand that if I chose to use a credit card for the clubhouse deposit, the deposit amount will be preauthorized and held as unavailable funds in my account until after my event. If a fine is incurred and paid on my card, I will also be subject to a transaction fee of 5% of the fine.

\_\_\_\_\_ I understand that any loud music or noise heard outside of the clubhouse will result in a \$50 fine, which will be withheld from my deposit.

\_\_\_\_\_ **Cancellation Policy:** To receive your full deposit, you must cancel at least 3 days prior to the reservation date for regular dates and 7 days in advance for Holidays

Bathrooms and fitness centers cannot be reserved and must be open for all resident use. Please reset any thermostats you adjust before leaving. By signing below, I hereby state that I have read and understand the conditions and terms associated with rental of the Clubhouse.

Signed: \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

#### **Office Use:**

Date Deposit Rec'd: \_\_\_\_\_

Check No: \_\_\_\_\_

Amount Rec'd: \_\_\_\_\_

Key # Issued: \_\_\_\_\_ Date returned: \_\_\_\_\_

Refund Date: \_\_\_\_\_

Check No: \_\_\_\_\_ Amount of Refund: \_\_\_\_\_

Reason for forfeiture of deposit: \_\_\_\_\_

## Clubhouse cleaning checklist:

**\*\*\*This checklist must be turned in in order to receive your deposit\*\*\***

Information provided will be confirmed by the cleaning crew

### **INSPECTION BEFORE EVENT:**

**Visible appearance/ Damages to Great Room before event:** (stains on carpet, broken light fixtures, cleanliness, etc.)

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### **INSPECTION AFTER EVENT**

Upon verification, the clubhouse Supervisor will see that the clubhouse is opened for your event. It will be your responsibility to notify the Clubhouse Supervisor when you are ready to walk through and check off the list below. Your deposit will be returned upon verification that the facilities were left clean and there are no damages. **NOTE:** You will be charged a minimum of \$25 for any cleaning that is not done.

- ☐ Empty all trash cans in common area and kitchen
- ☐ Vacuum floors
- ☐ Sweep and mop kitchen floor
- ☐ Wipe kitchen counters and appliances
- ☐ Remove any food from refrigerator in kitchen
- ☐ Remove all decorations from inside the clubhouse
- ☐ Remove all decorations from outside the clubhouse
- ☐ Return furniture to original position (this includes tables and chairs)
- ☐ All restrooms must be in the same condition as you found them.
- ☐ Thermostat put back to original temperature.
- ☐ Clean windows and glass door
- ☐ Turn off all lights
- ☐ Close and lock all doors
- ☐ Return all cleaning supplies to their proper place

**If these items are not completed, you will forfeit your entire deposit.**

**\*\*Please note that this list is not all inclusive and if there are other items which must be cleaned or repaired as related to your use of the clubhouse, there could be deductions for those items as well. Further, if cleaning or damages exceed the \$100 deposit, additional charges will be assessed.\*\***

**Damages that occurred during my reservation:** (stains on carpet, broken light fixtures, etc)

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**Any other information:**

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I verify that I have completed this cleaning checklist and I have listed any damages that occurred during my reservation.

SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINT NAME \_\_\_\_\_ PHONE \_\_\_\_\_

CLUBHOUSE SUPERVISOR \_\_\_\_\_

Usage Fees: \$25 – up to 4 hours

\$40 – 6 hours (Maximum Usage Timeframe)