

Westgate Community Room Rental Agreement

I hereby agree to the following rules & regulations for the rental of the Westgate Apartments Community Room:

1. I understand that the clubhouse will be opened at the setup time requested and no key will be provided. ***I understand an adult lease holder must be present during the entire function and reservation time.***
2. A \$75.00 refundable deposit is required (money order or cashier's check) at the time of reservation. I understand that my deposit will only be refunded to my rental account after an inspection of the community room has been performed by management, less any deductions for damages or time. All charges will be itemized in writing.
3. A \$125.00 non-refundable rental fee (money order or cashier's check) is required at the time of reservation.
4. A \$50.00 cancellation fee will be deducted from rental fee if reservation is cancelled. Cancellation fee will be \$75.00 if notice of cancellation is less than 48 hours prior to reservation time.
5. Tables and Chairs are available for rental, fees paid at time of reservation and no refunds. Rental fees:
 - \$15 for each set of 1 table and 6 chairs (up to 6 tables and 36 chairs available for rental.)
 - \$10 per table
 - \$1.50 per chair or for additional chair rentals
6. **I understand and agree that all setup and cleaning must be completed within the reserved time period.** I agree to arrive promptly at the designated time for entry to the Clubhouse, and will be charged \$50 for late arrival (15 minutes or more after the designated start time). The reservation is cancelled one hour after the designated start time if no-one has arrived, and the \$75 refundable deposit is forfeited.
7. No more than **45** guests are permitted in the community room at one time in accordance with County Occupancy Regulations.
8. I am responsible for the actions of my guests. I agree to contain the function to the confines of the community room. Guests will not be allowed to congregate in the parking lot or other public areas on the property.
9. I understand that Management reserves the right to close down any party or event if it is determined that my actions or the actions of my guests have become unreasonably injurious or disturbing to the property or other residents. Management may request the assistance of local law enforcement officials in making this determination.
10. Guests must park on the street or directly in front of 8025 Ashland Avenue.
11. I understand that the Community Room has a **NO SMOKING** policy, and it is my responsibility to enforce this policy. Smoking is permitted on deck and outside common areas only. Cigarettes and smoking materials must be disposed of safely and properly in the receptacles provided.
12. I agree to empty all trash cans, clean all floors, counters, tables & appliances, and restore all furniture and accessories to their original condition and arrangement.
13. I understand that all guests must leave promptly by the end of the reserved time period. Parties may start no earlier than 6:00 p.m. Monday thru Friday, (5 hours maximum) and 3:00 p.m. Saturday and Sunday (8 hours maximum). All parties will end no later than 11:00 p.m.
14. I understand that I will be charged \$50 for any period of time exceeding the reserved time period and will be required to leave after 30 minutes past reservation time.
15. I understand that if the charges for any damages exceed my deposit, my rental account will be charged and late fees may accrue.
16. I agree to the following charge schedule, and understand that this is not an all-inclusive list and prices may change without notice.
 - General Cleaning - \$75 first hour (minimum 1 hour charge) \$50 for each additional hour.
 - Detailed Cleaning - \$90 per hour.
 - Stains - \$45 per stain per inch diameter of stain.
 - Moving of Furniture - \$25 to \$50 (depending on degree of disarray.)
 - Property or Building Damage, Furniture Damage, or Missing Items – Actual repair or replacement costs (as determined by Management.)
17. Due to insurance and liability risks **ALL OUTDOOR INFLATABLE'S ARE PROHIBITED.**

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I understand and agree that alcoholic beverages will only be served in accordance with the law and will not be served to anyone under the age of 21.

I understand that my deposit will be credited to my rental account, and that any charges will be applied to my rental account. The credit will be applied first to clubhouse rental charges, then to any rental account balances. Any remaining credit will stay on the account to be applied to future charges or rent.

Upon signing I agree that I have read and understand all rules & regulations of this agreement:

Resident Signature

Resident Address

Management Signature

Date

Resident Contact Number(s) _____

Type of Function: _____
Date of Function & Weekday: _____
Setup Time (Open): _____ Inspection Time (Close): _____
<u>I understand and agree that all setup and cleaning must be completed within the reserved time period.</u>
of Tables Requested: _____ # of Chairs Requested: _____ Amount Paid: \$ _____
Deposit Paid: \$ _____ Fee Paid: \$ _____ Posted By: _____

For Office Use Only

Inspection Performed By: _____ **DEPOSIT PAID** \$ _____

Summary of Damages/Charges: _____ Amount

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL CHARGES \$ _____

TOTAL AMOUNT OF REFUND \$ _____

TOTAL AMOUNT OWED \$ _____

Date Processed _____ **By:** _____