

2020 RESERVATION DATE: _____

OAK RUN BRENTWOOD LOUNGE & KITCHEN RENTAL CONTRACT

It is hereby agreed that _____, Owner(s) of Lot No. _____, whose mailing address is _____, is solely responsible for the articles located in, and for the use, care, and cleaning of the Lounge and/or Kitchen located at Brentwood Park. The Lounge and/or Kitchen will be left in the order in which it was found when inspected by Oak Run POA Personnel and me prior to usage.

It is understood that anything damaged by me or my guests will be replaced with the same, or the actual cost of any repairs will be paid by me.

Kitchen items such as pots, pans, dish cloths, towels, table service, etc. are not provided.

Type of Event: (i.e. company picnic, class reunion) _____

Number of Participants: _____

Will you be serving alcohol? Yes/No _____ If yes, evidence of host liquor liability insurance in the amount of \$300,000 must be submitted to the POA office before the event.

Will you be utilizing the Brentwood Pool during your event? Yes/No. _____.

Hours requested use of the building: _____

It is agreed that the following fees will be charged for the usage of the Lounge and/or Kitchen for a maximum of six (6) hours. If you wish more than the six hours, there is an additional fee of \$25.00 per hour. The security deposit will be returned after the Lounge and/or Kitchen has been inspected by Oak Run POA Personnel and found to be in proper order. (Must be cleaned up and gone by midnight.)

RENTAL FEE:	50 or Less:	\$125	51 or More:	\$200
SECURITY DEPOSIT:		\$ 75		\$ 75
EXTRA HOURS @ \$25.00/HOUR				
TOTAL ENCLOSED (Rental & Security) \$200 + _____ \$275 + _____				

It is agreed that an EXTRA SECURITY DEPOSIT OF \$200.00 will be charged for erecting tents or supplemental shelter and/or utilizing outside decorations. If Brentwood is not rented on the day before the event, set up for the event would be allowed on the night before, for an additional fee of \$100.00. It is the lessee's responsibility to call "JULIE" before installing a tent.

NOTE: Rental fees are non-refundable if cancelled within 15 days of reservation.

Property Owner Signature

Phone Number

SECURITY DEPOSIT DISBURSEMENT:

_____ All Security Deposit Returned _____ Deposit Withheld Because _____

POLICY FOR USE AND RENTAL OF BRENTWOOD LOUNGE AND BRENTWOOD PARK

- A) Liquor, including beer, wine, draft beer, and hard liquor may be served with proof of host liquor liability insurance in the amount of \$300,000.
- B) Decorations for lessee's activities; i.e., weddings, anniversaries, picnics, etc. are limited by the means of attachment: no taping or tacking to structures or fixtures. Decorations must be limited on grounds outside of building as well. Outdoor decorations may not be nailed into trees.
- C) Tents will be permitted as supplemental shelter in conjunction with the Lounge for activities such as weddings, picnics, hog roasts, etc., and upon payment of additional security deposit.
- D) An additional \$200.00 security deposit will be collected from those property Owners proposing to erect a tent (one) and/or utilizing outside decorations.

BRENTWOOD LOUNGE

IN GENERAL

- Do not tape, tack or nail decorations, banners, signs, etc. from ceiling light fixtures, walls, drapes or drapery rods, or blinds. Poster putty or removable adhesive is acceptable.
- Clean table tops, chairs, carpet, and floors of spilled food/liquids immediately.
- Replace tables and chairs to original locations and run the vacuum cleaner.
- Empty all waste baskets, replace liners, and remove all trash from the facility.
- Be sure that all windows and doors are locked and that the lights and the furnace/AC have been turned off before leaving the facility.

KITCHEN

- Do not put grease or coffee grounds in the sink, or allow them to enter the drain.
- If using any of the appliances (microwave, coffee maker, refrigerator), please be sure to clean them if you have any spills. Do not clean the oven using the oven's cleaning cycle, please use a damp cloth to remove any spills or residue from your use.
- No food or liquids are to be left in the refrigerator or freezer.
- Kitchen items such as pots, pans, dish cloths, towels, table service, etc. are **not** provided. However, you may borrow items from the kitchen as long as they are left in a clean condition and returned to where they were found.
- Clean kitchen floor using water only.

Thank you for your consideration and cooperation. We hope you enjoyed your event!

~ Oak Run POA