

**2018 RESERVATION DATE:** \_\_\_\_\_

**OAK RUN BRENTWOOD PARK LOUNGE & KITCHEN RENTAL CONTRACT**

It is hereby agreed that \_\_\_\_\_, Owner(s) of Lot No. \_\_\_\_\_ in the \_\_\_\_\_ Subdivision, whose address is \_\_\_\_\_ is solely responsible for the articles within 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 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 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: \_\_\_\_\_

Hours requested use of the building: \_\_\_\_\_

Rental fees below are for a maximum of 6 hours. If you wish more than the six hours, an additional charge of \$25.00 per hour must be included with the fee. (Must be cleaned up and gone by midnight.)

Will you be serving alcohol? Yes/No \_\_\_\_\_ If yes, evidence of host liquor liability insurance must be attached to this document.

It is agreed that the following fees will be charged for 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.

|  |             |       |             |       |
|--|-------------|-------|-------------|-------|
| 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.
- B) Decorations for lessee's activities; i.e., weddings, anniversaries, picnics, etc. These are limited inside the Lounge by limits on attachments; that is, no taping or tacking to structures or fixtures. Decorations must be limited on grounds outside of building.
- 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 CLUBHOUSE – OAK RUN

We would like your cooperation in helping us maintain these facilities.

#### GENERAL

- Do not tape, tack or nail decorations, banners, signs, etc. from ceiling light fixtures, walls, drapes or drapery rods, or blinds.
- Clean table tops, chairs, carpet, and floors of spilled food/liquids immediately.
- Replace tables and chairs to original locations.
- Run sweeper.
- Empty all waste baskets into outside trash containers.
- Insure all windows and doors are locked and all lights turned off when leaving.

#### KITCHEN

- Do not put grease or coffee grounds in sink.
- Do not clean oven using oven cleaning cycle. Clean oven and stove of spills, etc., using a damp cloth.
- No food/liquids to be left in refrigerator.
- Using supplies provided, insure kitchen utensils, counters, stove, etc., are left in a clean condition.
- Clean kitchen floor using water only.

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

~ *Oak Run POA*