

**CLUBHOUSE RENTAL RESERVATION REQUEST**

**(A signed copy of the DVCA Clubhouse Rental Agreement must accompany this request.)**

**Resident:** \_\_\_\_\_ **Address:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Requested date & time:** \_\_\_\_\_ **Occasion:** \_\_\_\_\_ **# of guests:** \_\_\_\_\_

Clubhouse activities should be social or informational in nature and not involve sales, fundraising (except as approved by the Board), or promotions of an outside entity.

**Will this use of the clubhouse involve any fundraising?**  YES  NO If YES, please provide a full description of this activity on the back. **Any use of the clubhouse for fundraising MUST be approved by the Board of Directors.**

**Requested use:** (Fees include use of furnishings, appliances and kitchen items, but not paper/plastic plates, cups utensils.)

- o Main room with no food \$15.00
- o Main room with food and/or drink \$30.00 **A security deposit of \$150.00 is required for all rentals.**
- o Entire main floor with no food \$30.00 **The deposit will be returned/shredded after inspection.**
- o Entire main floor with food and/or drink \$50.00 **The two checks must be made payable to DVCA.**

The DVCA Policy governing Clubhouse Rental and the Clubhouse Clean-up Checklist are attached. By signing this document and the policy the resident agrees to abide by all rules.

The resident requesting private use of the clubhouse must agree to and accept the following indemnity and hold harmless clause: In connection with the reservation and use of the clubhouse and its facilities, the undersigned agrees to indemnify and hold harmless the Deerlake Village Community Association, Inc., any committees or persons appointed by the Board of Directors to manage the clubhouse and its facilities and any or all of the other members of the Deerlake Village Community Association, Inc., from any liability, loss or damage arising out of said use or caused by the undersigned or any of his/her guests or invitees. Loss or damage shall include reasonable attorneys' fees incurred in connection with the enforcement or application of this provision.

***I understand that this rental does not include use of the pool and pool area, lake, or picnic grove.***

Initial by resident: \_\_\_\_\_

***I understand that if the TV and/or related equipment will be used I will be the sole operator of said equipment and that neither the piano nor the buffet will be moved.*** Initial by resident: \_\_\_\_\_

***I understand that I must be present at all times including set up, clean up and for the duration of the event, that a member of the Clubhouse Committee may visit at any time, and that failure to abide by these rules may result in loss of the right to rent the clubhouse for the period of one year .*** Initial by resident: \_\_\_\_\_

Resident's signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For Clubhouse Committee Use Only** \_\_\_\_\_

Date reservation received: \_\_\_\_\_ Security check # \_\_\_\_\_ Rental fee check # \_\_\_\_\_ (copy of checks attached)

Date of inspection: \_\_\_\_\_

- o Condition OK
- o Condition requires extra clean up. Explanation: \_\_\_\_\_
- o Security deposit returned on \_\_\_\_\_.
- o Partial Security deposit returned on \_\_\_\_\_ (Amount \_\_\_\_\_)
- o Security deposit forfeited. \_\_\_\_\_