

WOODLAND SPRINGS CLUBHOUSE RESERVATION FORM (rev4 10/16/06)

Please read carefully and complete the form. Return with deposit check and reservation check to the Club House Representative. Have a happy and safe event!

Event Date _____ Today's Date _____
From _____ am/pm To _____ am/pm Type of Event _____
Approximate Number of Guest Expected _____ (Clubhouse maximum 120 per fire regulation. Pool maximum 120.)
Reserved by _____ Telephone # _____
Address _____ Cell Phone # _____

Woodland Springs Resident Attendance Requirement: You agree as the renter that you will be present at this event throughout the entire event. For clubhouse teen parties you also agree that there will be at least four adults (twenty-one years or older) present during the entire event. For pool parties, you agree that there will be at least one adult for every ten people. Lifeguards are not to be included as part of the adult attendance requirement.

FOR TEEN PARTY – FOUR (4) ADULTS WILL BE PRESENT AS CHAPERONES

- 1. (Chaperone name and address) _____
2. (Chaperone name and address) _____
3. (Chaperone name and address) _____
4. (Chaperone name and address) _____

EVENT HOURS

For all clubhouse parties a good neighbor policy shall be observed which includes having all activities contained to inside the clubhouse and closing outside doors at 11:00 p.m. All evening functions must vacate by 3:00 am. Afternoon functions must vacate by 5:00 pm if there is an evening function.

All pool parties can only be scheduled for use of the pool after 9:00 pm and must end by 11:00 pm. Pool party rentals also include use of the clubhouse, so after 11:00 pm all activities must be moved to inside the clubhouse and outside doors must be closed to abide by our good neighbor policy. All evening functions must vacate by 3:00 am.

RENTAL FEES AND DEPOSITS

Your reservation will only be guaranteed upon payment of your rental fee and damage deposit. If you cancel your reservation less than 14 days in advance of the scheduled event, you will be refunded 50% of your rental fee and all of your damage deposit.

Clubhouse rental fee - \$110.00
Clubhouse & Pool rental fee - \$150.00

Clubhouse damage deposit - \$150.00
Clubhouse & Pool damage deposit - \$175.00

You agree to forfeit, at a minimum your deposit if there is any damage or the rules specified herein are not satisfied, no matter how insignificant it may seem. If additional cleaning is required after the party or if there is damage to the clubhouse, equipment or grounds, those expenses will be deducted from your deposit. You agree to pay promptly for any expenses incurred by Woodland Springs, Inc. that exceed your deposit.

FOR POOL PARTY

You are required to hire lifeguards for pool party from the company who provides lifeguard services for the pool. Those costs are to be paid directly to the company and are in addition to the rental fees for the clubhouse and pool. You are required to have 2 lifeguards for parties of up to 75 and 3 guards for over 75 guests. The number of guests is based on the total attendees and not just the attendees expected to swim.

Additionally, you are required to have one adult for every ten people under the age of 21. Lifeguards are not to be included as part of the adult attendance requirement.

The lifeguards will be solely responsible for determining whether a pool party must be canceled or terminated due to inclement weather. If the pool party is canceled due to inclement weather prior to the start time, all rental fees and deposits will be returned subject to any deductions described herein. If the party has to be canceled after the event has started, no refund of the rental fee will be due.

CHECK LIST OF RULES

1. You certify there will be no attendance charge or "money making" or "fund raising activity" (this is prohibited).
2. You agree to return the clubhouse key to the Clubhouse Representative at his or her home the SAME day or night of clubhouse usage even if it is very late.
3. You agree to keep ceiling fans off if balloons are used. If balloons become entangled in the fans, a minimum charge of \$75 will be assessed to remove the debris.
4. You agree that a no smoking policy will be strictly enforced and that all guests will be advised that smoking is not allowed in the clubhouse or the pool area. Smoking will only be permitted in designated areas elsewhere on the common grounds.
5. You agree all decorations and food will be removed.
6. You agree that Tiki torches and other exposed flames will not be used in the clubhouse, on clubhouse grounds, or elsewhere on the common grounds. The only exposed flames that are permissible are controlled fires in the fireplace and standard birthday candles to be used on a cake.
7. You agree that I will not erect a tent or any other outdoor structure on the clubhouse parking lot or elsewhere on the common grounds. Under no circumstances will stakes be driven into the pavement or sidewalks.
8. You agree to perform the following cleanup and closing instructions directly after the event:
 - a. **Kitchen Cleanup**
 - i. Check walls and ceiling for decorations, food, debris – remove items and clean surfaces
 - ii. Clean counter tops, sinks, furniture, and appliances
 - iii. Wipe down interior and exterior of refrigerator/freezer and microwave
 - iv. Clean glass doors and windows.
 - v. Clean floor by sweeping or vacuuming and mopping with a mild cleaning solution.
 - vi. Empty all trash into dumpster and replace containers with new bags.
 - b. **Bathrooms and Hallway – Including Entry Cleanup**
 - i. Same as kitchen plus clean mirrors, plumbing and restock paper goods.
 - c. **Loft Cleanup**
 - i. Check walls and ceiling for decorations, food, debris – remove items and clean surfaces.
 - ii. Clean glass doors and windows.
 - iii. Clean floor by sweeping or vacuuming and mopping with a mild cleaning solution.
 - d. **Great Room Cleanup**
 - i. Check walls and ceiling for decorations, food, debris – remove items and clean surfaces.
 - ii. Clean all furniture, TV, hearth, and fireplace appropriately.
 - iii. Vacuum carpet and pit benches.
 - iv. Replace the furniture in the arrangement found before event.
 - e. **Game Room Cleanup**
 - i. Check walls and ceiling for decorations, food and debris – remove items and clean surfaces.
 - ii. Clean furniture and vacuum the floor.
 - f. **Closing Instructions**
 - i. Set thermostat to economy settings:
 1. Summer time: air conditioner at 80 degrees
 2. Winter time: heat at 55 degrees
 - ii. Return extra chairs and tables to the store room.
 - iii. Turn off all inside lights and fans.
 - iv. Close all blinds on windows.
 - v. Lock all doors and screens.
 - vi. Place trash in plastic bags and place bags in dumpster.
 - vii. Report all damages and deficiencies to the Clubhouse Representative.
 - g. **Pool Clean Up (For Pool Parties Only)**
 - i. All trash shall be removed from the pool.
 - ii. All baths shall be cleaned, trash removed and paper goods restocked.
 - iii. All indoor lights shall be turned off.
 - iv. All gates shall be closed and locked.
 - v. No glass containers shall be allowed within the pool area.
 - h. **Grounds Clean Up**
 - i. All trash must be picked up from the parking lot and common grounds

Indemnification: The renter agrees to protect, defend, indemnify and hold harmless Woodland Springs, Inc., and its officers, board of directors, agents, and employees from and against any and all liability, damages, claims, suits, liens and judgments of whatever nature, including claims for contribution and/or indemnification, of injuries to or death of any person or persons, or for damage to the property of any person or persons, caused by or arising out of any activity undertaken pursuant to this agreement. Renter's obligations to protect, defend, indemnify and hold harmless, as set forth in this paragraph, shall include any and all attorney's fees incurred by Woodland Springs, Inc. or its officers, board members, agents and employees in the defense and/or handling of said suits, investigations expenses incurred by Woodland Springs, Inc. in enforcing and/or obtaining compliance with the provisions of this paragraph.

Attorney fees, collection and interest: You agree to pay all reasonable attorney, collection fees and interest on amounts due at 1.5% interest per month until amounts are paid in full.

_____ Date _____
WOODLAND SPRINGS RESIDENT OWNER SIGNATURE

Reservation Check Amount: _____ Check #: _____ Check Date: _____
 Damage Deposit Check Amount: _____ Check #: _____ Check Date: _____

Received by: _____
WOODLAND SPRINGS CLUBHOUSE REPRESENTATIVE SIGNATURE