

Manorwood Owners' Association
Clubhouse Rental Application (at least 2 weeks' notice required)

I hereby request the use of the Manorwood Homeowners' Association Clubhouse at 2716 Manorwood Drive. I agree to be liable for all guests and any loss or damage to the property and will remain onsite the entire period of the rental. Being the owner of record of property in Manorwood (or a tenant delegated by the owner) as stated below, I have read, understand, and agree to the terms and conditions listed in the associated Clubhouse Rental Agreement.

Tentatively reserve your date on the Clubhouse reservation calendar located on manorwood.org . You will receive a response within 3 business days.

Homeowner/Tenant Name: _____ Date Requested: _____

Address: _____ Lot Number: _____

Email Address: _____ Phone Number: _____

Type of Function: _____ Approximate # of guests: _____

Time requested to open: _____ Time of close: _____ Number of hours: _____

I understand this Rental Application is subject to the terms and conditions of the Manorwood Clubhouse Rental Agreement. I also understand that if the provisions of the Rental Agreement are violated in any way, my deposit may be subject to forfeiture, and additional cost to remedy damages or loss may be charged.

Signature of Homeowner/Tenant: _____ Date: _____

OFFICE USE ONLY

Date \$75 Damage Deposit received _____ Check Number: _____

Date Damage Deposit posted to Owner's account or refund check mailed: _____

Required Cleaning Checklist

Trash: Garbage and recycle emptied and **taken with homeowner** Place new liners in cans

Floors: Kitchen, main floor and bathroom floors cleaned - (swept and mopped as needed)

Carpet- Vacuum – clean any spills/stains

Kitchen: Countertops clean and empty Stove and sink clean Fridge empty of event food

Restrooms Empty trash Wipe counters Refill/Restock supplies from office

Tables and Chairs: Main tables and chairs cleaned/wiped down and returned to original location

Chairs/tables cleaned/stored in office, Clean/return any remaining chairs/tables to main room

Main area: Remove tape/tacks and ensure walls/furnishings are undamaged Removal of party decor including streamers, banners, and balloons. **Secure TV in locked office**

Secure facility and outside areas: Pool Season Outside area cleaned if used (front, porch and back as appropriate) Return outside table and chairs to the deck If no pool attendant, secure outside doors leading to the pool, lock all windows, and lock Office Door and barricade parking area with stop sign and return keys

Off season usage: Front and porch outside area cleaned if used Secure all windows, lock office door and barricade parking area with stop sign and return keys