



TAYLOR LAKES

CLUBHOUSE RENTAL AGREEMENT, GUIDELINES AND FEE SCHEDULE FOR HOMEOWNER

SECURITY DEPOSIT REQUIRED	\$500.00	To RESERVE DATE - Refundable after Clubhouse Inspection Minimum 4 hours (additional 1 hr prior to start time and 1 hr after event end time allowed for setup and cleanup)
RENTAL FEE	\$500.00	
EXTRA HOURS	\$125.00 hr	Hourly rate for extra hours added to event time if needed
CLEANUP FEE	\$ 75.00	Does not include removal of food, decorations or trash If not canceled/notified <u>10 days</u> prior to reservation date
CANCELLATION FEE	\$200.00	
SECURITY OFFICER(S)	\$120.00	REQUIRED FOR ALL RENTALS INVOLVING <u>ALCOHOL</u> Minimum 4 HRS - 1 Officer for <u>50 GUESTS</u> - \$120.00 2 Officers for <u>100 GUESTS</u> - \$240.00 Additional fee of \$30.00/HR over 4 hours per officer
ROOM CAPACITY: 200 People		CLUBHOUSE ADDRESS: 5138 Taylor Lakes Parkway

NOTE: ONLY HOME OWNER CAN SIGN RENTAL FORMS AND PICTURE IDENTIFICATION MAY BE REQUIRED

RENTAL DOES NOT INCLUDE GYM OR POOL - SEE ADDITIONAL CLUBHOUSE GUIDELINES AND RULES

PAYMENTS: Must be received by Taylor Lakes Owners Association Office at 5455 Troy Highway. **Cash is not accepted.** Payment methods include check, money order, cashier's check and credit card. MasterCard, Visa, Amex, Discover are accepted - there is a 4% service fee applied. Security Deposit and Rental Fee checks/money orders should be made payable to Taylor Lakes Owners Association.

Member Information

TAYLOR LAKES HOME OWNER NAME: _____

ADDRESS: _____ HOME #: _____ CELL: _____

EMAIL: _____

DATE OF EVENT: _____ TIME RESERVED: FROM _____ TO _____

TYPE OF EVENT: _____ WILL THERE BE A PARTY DECORATOR FOR EVENT? _____

IF SO, PROVIDE DECORATOR NAME _____ PHONE #: _____

WILL ADDITIONAL HOURS BE REQUIRED FOR DECORATING OR SETUP? _____ TIME FROM: _____ TIME TO: _____

NUMBER OF GUESTS: _____ WILL ALCOHOL BE SERVED? YES _____ NO _____ WILL MINORS (UNDER 21) ATTEND? _____

By signing below, I acknowledge there is no damage at the Clubhouse prior to my rental. I also acknowledge that before my deposit is refunded, the Clubhouse will be inspected after my event and if any damage is noted and the clubhouse key is not returned, my deposit will not be refunded. I will be liable for any damages or additional fees in excess of my deposit amount. I acknowledge no minors will be served or allowed to drink alcohol and accept full liability and responsibility. Deposit will be returned within 10 business days after event if deposit has not been forfeited for any reason.

Homeowner Signature _____

Date _____

Key # _____ issued on _____ by _____ Date key returned _____



TAYLOR LAKES

CLUBHOUSE RENTAL GUIDELINES & RULES

Please read and initial each

_____ **CLUBHOUSE, GYM AND POOL AREAS ARE UNDER VIDEO SURVEILLANCE**

- Event can be terminated by management/security for misconduct or if event gets out of control

_____ **HOME OWNER RESPONSIBILITIES:**

- Signing rental agreement and paying deposit and fees
- Ensuring the clubhouse guidelines and rules are followed
- The conduct of their guest (misconduct can be *cause for event to be terminated*)
- Damages and/or destruction to clubhouse property
- Must be present at event for entire time

_____ **RENTAL DOES NOT INCLUDE THE GYM OR POOL**

_____ **SECURITY IS REQUIRED FOR ALL RENTALS INVOLVING ALCOHOL – 1 OFFICER PER 50 GUEST**

- Serving alcohol to minors is cause for event to be terminated by security or management

_____ **DECORATING**

- One hour provided prior to event start time for setup/decorating and one hour provided after event end time for homeowner cleanup (All food, decorations and trash must be removed from the clubhouse by the allocated time)
- If additional time is required for decorating, MUST BE SCHEDULED on rental agreement and paid for (\$125 hr)
- Do not decorate with HELIUM BALLOONS; Tape, nail or thumb tack any items to walls or building
- Tables and chairs may be moved, however must be returned to original setup. Leave all tables and chairs up after event and do not store in storage room.

_____ **PARKING**

- All Guests must park in the back of clubhouse or across the street in the vacant designated area.
- There can be no long-term parking in the front of the clubhouse for any reason.

_____ **FOOD & TRASH**

- You must remove from the facility ALL FOOD, DECORATIONS AND TRASH. Take trash to dumpster provided in back parking area. PLEASE REPLACE the liner in trash cans (provided for you – in restroom closet). This is NOT included in the cleanup fee.

_____ **DO NOT TURN ON THE ICE MAKER IN THE REFRIGERATOR. ICE MACHINE IS LOCATED IN THE STORAGE ROOM.**

_____ **NOT ALLOWED**

- SMOKING and use of other tobacco products
- ALCOHOLIC BEVERAGES not allowed outside around pool area
- Serving alcohol to minors or allowing minors to drink
- GRILLS at the facility or pool area
- YOU CANNOT ADJUST AC/HEAT THERMOSTAT CONTROLS. AC/HEAT are set on AUTO MODE and under management control. If adjustment is needed during event, call or text Carol at 662-574-1175.

_____ **LOCK ALL SIDE AND BACK DOORS, KITCHEN AND STORAGE DOORS WHEN YOU LEAVE. DO NOT LOCK THE FRONT DOOR DEADBOLT LOCK. TURN OFF LIGHTS AND FANS.**

BY SIGNING BELOW, YOU AGREE THAT YOU HAVE READ AND UNDERSTAND THE ABOVE STATEMENTS AND TAYLOR LAKES HOA RULES REGARDING YOUR RENTAL OF THE CLUBHOUSE. FAILURE TO COMPLY WITH THE ABOVE ITEMS, YOU WILL FORFEIT YOUR DEPOSIT IN ADDITIONAL TO PAYING THE RENTAL FEE AND ANY ADDITIONAL COST IF APPLICABLE.

Homeowner Signature

Date