

Suncrest Village (SV) Community Event Venue Rental

EVENT DATE: _____ EVENT TIME: _____ EVENT SPACE: CLUBHOUSE

To confirm the pre-event condition of the premises as well as to document the proper placement of furniture to be replaced after their event, we recommend that renter's take a picture of the clubhouse interior before moving furniture and hosting their event. There will be a cancellation/no show fee of \$100 if you are unable to keep your reservation without giving at least 72 hours' notice of the event date.

PRE-EVENT INSPECTION CHECKLIST

- ____ Bathrooms are clean and stocked with supplies
- ____ Refrigerator, microwave and kitchen sink are clean and working
- ____ All furniture is clean, undamaged and acknowledged as being in its original/default place
- ____ All tabletops and counters are clean
- ____ The front door windows are clean
- ____ The tile floors are swept and wiped cleaned
- ____ The carpet is clean and the vacuum is empty
- ____ If present, the trash cans are empty
- ____ All fans and lights are working
- ____ There are no balloons or decorations from previous event present
- ____ The thermostat settings have been acknowledged

Please list any additional pre-event issues to be noted: _____

By signing below, the Clubhouse renter confirms the above and the following:

- I have read and understand the Clubhouse Use and Reservation Agreement and the Pre-and-Post-Event Checklists.
- Renters are not permitted to move SV holiday decorations or room décor.
- Renters must provide their own garbage bags and cleaning supplies.
- Only "wall safe" tape may be used on the premises and all tape must be removed after the event.
- Noise will be kept to a minimum and in compliance with the SV Bylaws and Community Policies.
- Smoking must occur outside and designated receptacles must be used.
- If furniture is moved, it must be picked up and carried or transferred using furniture sliders - not dragged - to prevent damage to the carpet and/or tile floors.
- The renter is fully responsible for all cleaning and trash-removal at the conclusion of the event, and all damages to the furniture, furnishings and premises.
- All guests of pool-related parties must have a pool band
- No alcohol is permitted on the premises

Renter's Name – Print

Renter's Name – Signature

Unit Number/Address

Date

SV HOA Member's Signature

Unit Number/Address

Date

Rental Fee Paid Check # _____ Cash _____

Security Deposit Paid Check # _____ Cash _____

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POST-EVENT INSPECTION CHECKLIST

The security deposit will be returned upon satisfactory post-event walkthrough. The clubhouse should be left in the condition it was rented or better.

- Bathrooms are clean
- Remove all items from the refrigerator and freezer
- Refrigerator, microwave and kitchen sink are clean and working
- All furniture is clean, undamaged and in its original/default place
- All tabletops and counters are clean
- Glass door windows are clean
- The tile floors are swept and wiped cleaned; all spills have been cleaned
- The carpet is vacuumed and the vacuum has been emptied
- The trash has been emptied and removed from the premises
- All fans and lights are working
- All decorations and tape have been removed
- All lights and ceiling fans turned off
- Fireplace is turned off

Please list any additional post-event issues to be noted: _____

Renter's Name – Print

Renter's Name – Signature

Unit Number/Address

Date

SV HOA Member's Signature

Unit Number/Address

Date