



225 Pigeon Drive
Lake Saint Louis, MO 63367
(636) 561-7895

CLUBHOUSE RENTAL AGREEMENT

Rental Options

☐ **Ballroom Rental**

\$750 Rental Fee / \$400 Deposit

160-person capacity. Rental includes access to the cardroom and kitchen.

☐ **Cardroom Rental**

\$100 Rental Fee / \$75 Deposit

36-person capacity. Rental includes access to the kitchen.

Resident Information

Resident Name: _____

Phone: _____

Address: _____

Email: _____

Other Involved Parties: _____

Date Requested: _____ Approved By: _____

(staff signature)

Type of Event: _____

Event Time (max. 4 hours): _____

Set-up time is allowed as listed below. Clean-up should be completed within 1 hour of the event ending.

Preferred Set-Up Time: _____

Residents are allowed access **3 hours prior** to a ballroom event and **1 hour prior** to a cardroom event for set-up. Priority is given to regularly scheduled clubhouse activities. Exceptions may be granted within two weeks of the event at the discretion of the Director of Events.

Agreed Set-Up Time: _____ Initials: Resident _____ Staff _____

Office Use Only

Security Deposit: Ballroom - \$400, Cardroom - \$75

Received on _____ Amount \$ _____ Check # _____ Staff initials _____

Required to reserve event date. Returned after event if no damage is found.

Rental Fee: Ballroom - \$750, Cardroom - \$100

Received on _____ Amount \$ _____ Check # _____ Staff initials _____

Due 30 days prior to the event. Cashed upon receipt.

Resident Acknowledgments

Please initial each statement below:

_____ As a Resident of Heritage of Hawk Ridge, I agree to all terms and covenants for reserving the clubhouse rooms for private use. The clubhouse may **not** be rented for, by, or to another group, business, or individual.

_____ I agree to meet with HHR staff prior to the event, remain present for the duration of the event, and perform a final walkthrough at event's conclusion.

_____ I agree to ensure the number of guests **does not exceed** the maximum occupancy allowed for the rented room.

_____ I agree to acquire a \$1,000,000 special events insurance policy **and** to provide the clubhouse office with a copy of said policy at least 30 days prior to my event date.

Cancellation Policy

Cancellations received **at least two weeks before the event** will receive a full refund of all monies paid.

Cancellations received **within two weeks of the event** will incur a 50% fee.

The security deposit will be refunded after the event if the clubhouse rooms are clean and undamaged. However, this does not limit the Resident's responsibility for damages exceeding the deposit amount.

_____ I have read and understand the above-stated cancellation policy.

Terms of Clubhouse Usage

1. To receive a full refund of the security deposit, the clubhouse must be left clean and in its original condition.
 2. All trash must be placed in the outside trash corral. Replace liners in all cans.
 3. Remove all leftover food, beverages, and paper products at the end of the event.
 4. Use of the clubhouse is restricted to the rented room(s). The exercise room, library, business center, craft room, pool area, and office area are off-limits to guests. These rooms may remain open to residents during the event.
 5. Wipe down all tables and vinyl tablecloths after use.
 6. The pool table may **not** be used for billiards. Use the hard topper (located under the table) to protect the table during your event and return the hard topper to under the table when you're finished.
 7. Load and run the dishwasher after your event, even if only partially filled.
 8. Place dirty towels and linens in the hamper located in the craft room.
 9. Resident must perform a final walkthrough to ensure the clubhouse is restored to its original condition.
 10. Resident must remain in the clubhouse for the entire duration of the event.
 11. Report any spills or damage requiring staff attention. Notes may be added to the Cleanup Checklist.
 12. Complete and submit the **Cleanup Checklist** at the end of the event.
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Acknowledgment

I have read and agree to the terms outlined above.

Resident Signature: _____

Date: _____



Clean-Up Checklist

Slide under the office window after you sign below.

- ☐ Trash cans emptied and trash placed in the white corral.
- ☐ Tables wiped off and set back in order.
- ☐ Beverage center and kitchen counters wiped down.
- ☐ Any spills cleaned up.
- ☐ All decorations taken down and tape removed from surfaces.
- ☐ All food removed from the refrigerator and/or freezer.
- ☐ Dishes placed in the dishwasher and the dishwasher started, even if only partially filled.
- ☐ Dirty towels and linens placed in the hamper located in the craft room.
- ☐ Pool table hard topper removed and placed in the bags under the table.
- ☐ Thermostat returned to the original temperature.
- ☐ Lights turned off.

Ballroom Rental Additions:

- ☐ 20 tables with 8 chairs all returned to carpeted area of the ballroom.
- ☐ Vinyl tablecloths wiped down.
- ☐ Lights turned off.

Resident Name: _____

Resident Signature: _____ Date: _____

**If a true building emergency occurs during your event, please contact the
DNI Properties EMERGENCY number at 833-280-9350.**

Thank you for making sure all is in order.

We hope you had a wonderful event!