



Palomar Hills Community Association, Inc.
CLUBHOUSE RENTAL CONTRACT

Date of Reservation: _____ **Begin:** _____ **End:** _____
(DATE YOU ARE RESERVING) (TIME OF DAY RESERVED)

Resident Reserving Clubhouse: _____ Phone: _____
(PLEASE PRINT)

Purpose/Type of Event: _____

Number of Persons Attending This Event (including resident): _____

PALOMAR HILLS COMMUNITY ASSOCIATION, INC. PROHIBITS THE POSSESSION OR CONSUMPTION OF ALCOHOL BY PERSONS UNDER THE LEGAL DRINKING AGE OF 21. Alcohol is not permitted at events when the majority of guests are under 21 years of age. In these cases, admission is by invitation only, and guests who leave the facility will not be permitted to re-enter. Events with guests under age 21, must include one adult chaperone for every **FIVE** underage guests.

(Initial)

A personnel attendant is mandatory for private use of the clubhouse outside business hours. Payment of **\$20.00 (Twenty Dollars) per hour**, to be pro-rated to the closest half hour with a minimum of 2 hours, must be paid in addition to the rental fee. If rental continues past the time reserved, the additional cost to use the facility and attendant per hour is **\$30, rounded to the nearest full hour.**

(Initial)

All occupants, residents, guests, caterers, musicians, disc jockeys, cleaning services, and the clubhouse attendant, must be out of the facility no later than **1:00 A.M.** Music must end by midnight. (Bands, disc jockeys, and other music sources are not permitted to set up or play anywhere outside the clubhouse.) It is not the responsibility of the attendant to remind you of the time.

(Initial)

It is the responsibility of the resident to clean the clubhouse immediately following the party; the attendant is not there to clean for you. Residents who do not want to clean the clubhouse must make arrangements in advance for the clubhouse to be cleaned immediately following the event. **No signs, balloons, decorations, etc. are to be affixed to the walls or woodwork.**

(Initial)

The cleaning checklist consists of the following: Carpets-vacuumed and clean of all debris; Kitchen-counters and floor cleaned and free of all debris; Furniture-cleaned and returned to its original place; Restrooms-cleaned and free of all debris; Garbage-bagged and placed in outside receptacles. **Do not throw garbage bags over the fence attendant will unlock the fenced area to give you access to the Herbie containers.** All personal items must be removed, including all unused food and drink. Residents may not bring firewood to the clubhouse, however we do sell fire logs for a small fee.

(Initial)

It is also the responsibility of the resident to check the surrounding area outside the clubhouse (upper and lower parking lots, street parking areas and lawn area in between) for any party items, trash, etc. that may have been carried outside by his/her guests and these items must be removed as well.

(Initial)

If the clubhouse is not cleaned, your security deposit **WILL** be forfeited, in lieu of cleaning fee. If there is damage to the clubhouse during the event, you will forfeit your security deposit and be responsible for any other costs beyond that amount.

(Initial)

The resident must be in attendance throughout the entire rental period. If resident leaves prior to check-list review of the clubhouse, security deposit will be forfeited.

(Initial)

Clubhouse rental area includes the first floor and loft ONLY; it does not include the two offices or the copy/conference room; it does not include the basement or pool/barbecue areas.

(Initial)

The undersigned hereby agrees to hold harmless, defend and indemnify the Palomar Hills Community Association, Inc. for any and all claims for damages to persons and property arising from the use of the clubhouse and grounds by the undersigned, his or her guests and invitees.

(Initial)

FACILITY RENTAL AND DEPOSIT FEE SCHEDULE:

- 1 – 15 PEOPLE = \$25 RENTAL FEE AND \$100 DEPOSIT**
- 16 – 50 PEOPLE = \$75 RENTAL FEE AND \$200 DEPOSIT**
- 51 – 85 PEOPLE = \$125 RENTAL FEE AND \$300 DEPOSIT**

(Maximum persons allowable pursuant to Fire Regulations is 85)

- Payment must be made by homeowner; third-party checks are not accepted.
- Separate checks are required for the rental fee and security deposit, payable to **PALOMAR HILLS COMMUNITY ASSOCIATION**

A FULLY EXECUTED RENTAL CONTRACT, DEPOSIT and RENTAL FEE must be received in the office within 5 business days of making the reservation. If reservation is cancelled less than one week prior to the reserved date, a twenty-five (\$25) service fee will be charged, regardless of the reason.

_____ (Initial)

I have read the above and agree to accept and abide by these regulations and those of the Palomar Hills Community Association, Inc.

RESIDENT: _____
(Signature Required)

ADDRESS: _____

DEPOSIT FEE RECEIVED: Amount \$ _____ Ck# _____ Date _____

RENTAL FEE: Amount \$ _____

ATTENDANT FEE: Amount \$ _____

TOTAL CHARGES: Amount \$ _____ Ck# _____ Date _____

PROCESSED BY: _____
(Staff Initial)

OFFICE HOURS:

Monday – Friday 9 am – 5 pm
Closed from noon to 1pm

Clubhouse Phone: 859-223-3740

Website: www.palomarhills.com

The Palomar Hills Clubhouse is a
NON-SMOKING facility



**Palomar Hills Community Association, Inc.
Clubhouse Rental Checklist**

Reservation Date: _____
Time Reserved: _____
Resident/Property Owner: _____
Number of Guests (including resident): _____
Time): _____
Close Time (non-clubhouse hours): _____

The following checklist of items is to be cleaned **immediately following the event/party/function:**

- Carpet** - vacuumed and cleaned of all debris _____
- Kitchenette Counters and Floor** – cleaned of all debris _____
- Refrigerator** – unused food removed _____
- Furniture/Folding tables and chairs** - wiped and returned to their original place _____
- Sofas, side chairs, coffee tables, etc.** - returned to their original place _____
- Restrooms** – left clean and trash removed _____
- Garbage** (includes cigarettes and cigarette butts)
- check front door area outside, deck, patio below deck:
Bagged and placed in outside trash receptacle/herbie _____
- All personal items** – removed from clubhouse _____

Comments:

Additional Charges for overages \$ __30/hr_ for _____ hours, Total:
_____ **Check #** _____ **Date** _____

Deposit check returned to resident/property owner. _____

Resident/Property Owner _____
(signature)

Personnel Attendant _____
(signature)