

Coldwater Crossing Master Association Clubhouse Reservation

PLEASE READ INSTRUCTIONS CAREFULLY BEFORE COMPLETING THIS FORM

Renter Name: _____

Address: _____, Breinigsville, PA 18031

Email Address: _____

Phone: _____ **Hours of Clubhouse Rental: 9:00 AM- 11:00 PM**

Date Requested: _____

Event Start Time*: _____ (INCLUDE SET-UP) End Time*: _____ (Include Clean Up)

Type Of Event: _____

Will an Outside Vendor be Used: ____ Yes (MUST submit proof of Insurance) or ____ NO

15 Round Tables, Approx. 85 chairs to be left out on ballroom floor & tables in the rack & at least 2 feet away from all walls to avoid scratches.

The completed lease agreement and all accompanying payments (as outlined above) must be returned to the management office at least twenty (20) days in advance of the reservation date. Please retain a copy of the signed agreement for your records. The lease agreement and payments should be dropped off at the Clubhouse Office. Property Manager Ann Gonzalez is at the Clubhouse every Tuesday & Thursday from 8:00 AM to 4:00 PM. Lease agreement & payment may be put under the locked office door if those hours aren't convenient.

Should the Facility not be cleaned and returned to the condition it was prior to the event, the \$400 Security Deposit may be withheld.

NOTE: Rental is NOT guaranteed until confirmation has been Confirmed/Approved from the Property Manager.

*** Cancellation Policy:** If you cancel your reservation with twenty (20) or fewer days' notice, a \$75.00 cancellation fee will not be refunded from your initial rental fee. This fee will be refunded only if the Association is able to re-rent the clubhouse for the date on which you cancelled.

Rental Fees: (please check the appropriate ones)

- up to 5 hours (Including Set up & Clean Up) - \$250.00**
- More than 5 hours MAX of 8 hours (Including Setup & Cleanup) \$300.00
\$400.00 refundable* **SECURITY deposit REQUIRED FOR ALL RENTALS****

The \$400.00 Security deposit is refundable upon confirmation that the entire facility has been left clean, and no damage has occurred.

Kids Room & Game Room Rental Fees: (please check if using or not)

- \$100.00 fee to rent
- NOT USING KIDS ROOM & GAME ROOM

COLDWATER CROSSING MASTER ASSOCIATION

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Please Initial the Following Statements indicating your agreement with the terms stated.

1. _____

No event or function hosted by a homeowner shall be permitted unless made by a valid reservation and completed lease agreement with the Association. Homeowners should contact the Management Company at least forty-five (45) days in advance of the event date to check availability of their date. Please contact Ann Gonzalez of MRH Enterprise at Ann@mrhenterprise.com or at 610-504-4057. Homeowners must complete the lease agreement provided by the management office and return the completed lease agreement and initial payments within 48 hours of tentative reservation to secure their event.

2. _____

The total number of people attending a non-Association sponsored event shall **not** exceed one-hundred-twenty (120) attendees. Homeowner sponsoring any event that exceeds the number of attendees shall be solely liable for any fines or penalties assessed by the Municipal Authority and/or Fire Marshall for such violation. The Association, Board, Facilities Committee, and Management Company shall be held harmless from any and all liability for such use and occupancy violation, along with any and all fines, penalties, and damages resulting from such misuse.

3. _____

Parking is permitted **ONLY** at the clubhouse parking lot area. No parking shall be permitted in any other parking area, street, driveway, turf area, clubhouse loading area, or on any sidewalks. No overnight parking is permitted in the clubhouse parking lot area. If it is discovered that vehicles were permitted by the hosting homeowner to be parked in any non-permitted areas, the security deposit in full will be forfeited. The hosting homeowner is responsible for supervising all parking associated with their event.

4. _____

All decorations must be made from fireproof materials. Nothing is permitted to be hung from, nailed, stapled, taped, or otherwise permanently affixed to the room for purpose of the rental. All balloons must be removed. **NO CONFETTI.**

5. _____

The Resident will be responsible for ensuring that the guests conduct themselves in a proper fashion and in a manner that will not disturb the use of other association facilities & common elements by other members and their guests.

6. _____
The Clubhouse shall be left in clean conditions. Such cleaning shall be the responsibility of the member requesting use of clubhouse and shall include, but not limited to, vacuuming, general clean-up, and collecting and removing garbage from the clubhouse grounds, parking lot lawn & premises. A vacuum cleaner & Swiffer is provided in the clubhouse. Floors must be wet-mopped w/Swiffer.
7. _____
The Swimming Pool, Pool Area, Gym & any other areas in the clubhouse cannot be reserved exclusively by any resident.
8. _____
Excessively loud music & noise after 10 PM may result in a deduction from the security deposit. Please remember there are homes located near the clubhouse and complaints may warrant a fine.
9. _____
All lights should be turned off & thermostats returned to normal setting.
10. _____
Doors may **NOT** be "Propped Open" at Any time. There is an Allen wrench key that can be used for the doors but must be obtained from management prior to the event & returned to the inspector.
11. _____
Hosting homeowner shall be present at the clubhouse facilities for the entire term of the event. Hosting homeowner shall assume all responsibility for any and all actions of their guests and invitees during the entire term of the event, until such time as said guests and/or invitees leave the Association property.
12. _____
ALL food & beverages are to remain in the ballroom & kitchen during event.
13. _____
Homeowner is responsible for scheduling and attending with the Management Company or Facilities Committee Representative a pre-event inspection of the facilities. The pre-event inspection should be held at least one to two hours in advance of the event time on that date. A copy of the pre-event inspection will be placed in the reservation file and will be utilized again for the post-event inspection. The post-event inspection will be conducted on the next business day of the Association.
14. _____
Smoking is prohibited within the clubhouse facilities. Cigarette butts are not permitted to be left on any of the common areas of the community property, exterior areas of the clubhouse facilities, thrown in any trash containers, flushed down any toilets or washed down any sink drains. Hosting homeowner is responsible for policing the exterior grounds of the clubhouse facilities after their event has concluded.

15. _____

Neither the Facilities Committee, the Lesser, Developer, nor the Board of Trustees shall be held liable for any damages or injury to Lessee, his/her/their guests, invitees, or any other person, or to any other owner of resident or the common area, occurring in or near the clubhouse facilities. Lessee shall indemnify, save or hold harmless the Facilities Committee, Managing Agent, Lesser, Developer and the Board of Trustees from any claims for damages no matter how they may arise or be caused.