

Four Corners HOA

Clubhouse Ballroom Rental Agreement

The Four Corners HOA allows residents the use of the Clubhouse ballroom for private functions and is limited to Homeowners and their guests. The rooms included in the reservation are the ballroom and adjoining deck areas, the reception area (fireplace and bar area), and the bathrooms only. The Homeowner reserving the facility for a private function must be present during the function and is responsible for all damages and cleanup.

DATE OF FUNCTION: _____

NUMBER OF GUESTS: _____

(Note: The maximum number of guests allowed by law is 150)

START TIME: _____

END TIME: _____

NATURE OF EVENT: _____

HOMEOWNER NAME & ADDRESS: _____

HOMEOWNERS PHONE NUMBER: _____

HOMEOWNERS E-MAIL ADDRESS: _____

Reservations and Cancellations: A reservation must be accepted and confirmed, no later than three (3) weeks prior to the event upon receipt of a signed contract and all required fees. Payment and deposit must be received within seven (7) days of the reservation, or the reservation will be cancelled. Failure to notify the managing agent in writing of a cancelled event less than seven (7) days prior to the reserved date, will result in a loss of the usage fee.

Usage Fee: The fee for using the Clubhouse ballroom is \$250.00

Security Deposit: \$500.00 (returned after final inspection)

Security Fee: The security deposit amount is required along with the rental fee and signed contract. This is to assure that the Clubhouse furnishings are not damaged or missing after the use by the Homeowner for a private function. The cost of repairing or replacing any items will be deducted from the security deposit. In the event the cost of repairing or replacing any damaged items is in excess of the security deposit, the homeowner agrees to pay the complete cost for the repair or replacement whether performed by Four Corners or an outside contractor. The cost will be due when billed, and by this agreement, the homeowner understands and agrees that the costs will be added to their common charges and are enforceable and collectible as common charges for the HOA. The decision as to the damage and cost of the repair of the damage will be made by the Four Corners Homeowners Association Board of Directors in its sole discretion. The security deposit check will be cashed once received but, if the Clubhouse is clean and there is no damage, the security deposit amount will be returned to the homeowner. You will receive an email confirmation of the agreement and when your deposit will be available for pickup.

*Inspection: Within 24 hours, but not less than 4 hours prior to the reserved event start time, the homeowner is required to do a "walk through" with the Management Designee. A formal inspection report will be completed and signed by both parties outlining the condition of all rooms. Where needed or desired, pictures will be taken. A post "walk-through" inspection will be done within 2 hours of a daytime event or by 10am the following morning after an evening event. If everything is fine, only then, will you receive your deposit back. The return of the deposit may take up to 48 hours to complete.

*Homeowner Initials

Areas of Use: Rental includes the Ballroom, Bar/Lounge, fireplace area and restrooms only.

*OFF LIMIT AREAS/NON-USE: The Playroom, Workout Room, Basketball Gym, Library, and Card/Pool rooms are not included in facility rental. Additionally, crock pots, chocolate fountains, popcorn machine, and tablecloths are not to be used by renter

*Homeowner Initials

*CLEANING: The cleaning of the Clubhouse after the function is the responsibility of the homeowner
*and includes emptying the refrigerator and removal of all trash from the inside of the Clubhouse to the dumpster located in the parking lot. Please make sure the hallway, used by the guests to get to the

bathrooms are also cleaned. Trash left by guests in the parking lot or other areas of the Clubhouse is the responsibility of the homeowner and must be removed. This shall be done prior to the "post use" inspection. When leaving the Clubhouse, the lights, water faucets, and fireplaces, must be turned off. The windows and doors must be closed and locked.

If homeowner is unable to satisfactorily clean the facility a cleaning charge will be assessed from the deposit.

* Homeowner Initials

*Event Ending Time: All parties/functions must end by 11:00pm Sunday — Thursday and midnight Friday — Sunday and cleanup must be completed within 1 hour of events contracted conclusion.

* Homeowner Initials

No Smoking: The Clubhouse is a smoke free facility. There is no smoking allowed inside the building or around the entrance or on the porch areas.

Chairs and Tables: All furniture in the Ballroom must be returned to its original position at the end of the event by the Ballroom renter

*Music: Any music played, whether live or electronic, must be within the confines of the Clubhouse and kept at a reasonable level. All music must cease at the designated end time of your event.

* Homeowner Initial

Decorations and Helium Balloons: No decorations shall be attached to any walls or ceilings that will permanently disfigure any surface. No Decorations shall be attached to light fixtures and chandeliers. Helium balloons are not permitted inside or outside the Clubhouse. Regular air-filled balloons are only permitted for decoration.

Smoke Machines: Machines that set off smoke detectors and fire alarms are not permitted.

Misc.: Guest coat and jackets can be hung in the closet next to the front desk. The vacuum is also located in that closet. Mop and bucket located in the catering kitchen. All cleaning is the responsibility of the homeowner that is renting the ballroom.

The homeowner further agrees that if any claim is made against the HOA or any Director, Officer or Managing Agent of the HOA as a result of any acts arising out of the usage of the Meeting House, Homeowner will hold the HOA, and any such Officer, Director or Managing Agent harmless against any such claim, judgment, loss penalty, expense, damage, injury, attorneys' fees, costs, disbursements and the like, and will pay the same. The HOA, its directors, Officers and Managing Agent will be entitled to

retain their own counsel, at the expense of the Homeowner, for the defense of any such claim, action or litigation.

Homeowners using the Meeting House are expected to exercise prudence and good judgment at all times and should request the same of their guests.

Homeowners who have rented their homes have forfeited their rights to the amenity per the governing documents and are not allowed to rent the clubhouse unless accompanied by their tenant for the duration of their rental.

Signature of Homeowner

Date of Contract

(Please Print Name)

Signature of Clubhouse Manager or Designee

Date Signed