

Agreement & Instructions for Kenbrook Village Party Room Use

The Undersigned resident of Kenbrook Village hereby agrees to use the Party House in Kenbrook Village Community Building

from _____ to _____ on _____
(Time) (Time) (Date)

for _____
(Type of Function)

for approximately _____ people and agrees to abide by the following regulations and instructions: (Number)

- 1) The tenant who rented the Party House must be present at all times. The tenant is also responsible for all damages, clean up and lock up.
- 2) Exercise due care of the premises and all related facilities.
- 3) Agree that all facilities are under your control and therefore agrees to hold harmless Kenbrook Village and the Management for any damage to you, your guests or servants whether to person or property, caused by failure of any plumbing, heating, sewage, electricity, water or gas systems, any other fixtures, or from any other cause.
- 4) Reimburse Kenbrook Village for any loss of or damage to property, equipment or furnishings. Ordinary wear and tear accepted, resulting from use of the facilities.
- 5) Comply with all laws, orders or government regulations.
- 6) Comply with all posted rules for use of pool.
- 7) All personal property used or placed in the Party Room or elsewhere upon Kenbrook Village premises, including motor vehicles, shall be at your risk or the risk of persons owning such property.
- 8) **No pets or animals** shall be allowed in the Community Building or pool area.
- 9) Persons in bathing suits will not be allowed in the Party Room.
- 10) The Party Room is for the exclusive use of Kenbrook Village residents and their guests. The undersigned agrees to be present at all times that the facilities are being used. The undersigned agrees to be responsible for the enforcement of rules and regulations and to hold harmless Kenbrook Village and the Management from any and all liability resulting from the use of the Community Building and related facilities.
- 11) Due regard shall be given to the other residents of Kenbrook Village. All activities shall be confined to the Party Room after 10:00 P.M. (Pool may not be used after 10:00 P.M.)
- 12) A fee of **\$30.00 per day** shall be paid to Kenbrook Village at the time of your reservation prior to the use of the facilities.
- 13) **Clean up is the responsibility of the resident renting the facility. Management may charge a \$100 clean up fee** if, in its opinion, additional clean up is required inside or outside of the building to restore facility to the same condition as they received it.

Additional Kenbrook Village Club Instructions:

1. Please do not use tape on walls or ceilings.
2. Do NOT use the fireplace for any purpose.
3. No smoking is permitted inside.
4. Place all garbage in plastic bags then put in the 4 garbage cans provided outside of the clubhouse, cover tightly with lid.
5. Replace all furniture to the original positions. Do NOT drag the furniture, as it will mark the floor.
6. Please clean off all tables, sink, stove, and kitchen countertop.
 - All cleaning supplies may be found in the coat closet area
7. Please sweep/vacuum floor and carpet before leaving.
8. Please clean up all outside trash left by your party, such as cans, cups, napkins, cigarette butts, ribbons and balloons.
9. Please turn off all lights including the bathrooms and make sure toilets have been flushed. Please leave light on by the refrigerator.
10. Please restore setting on the thermostat to "Run Program" if you have changed it and turn fan setting to auto.
11. Please lock all doors including the bathrooms and place the key on the kitchen counter when finished.

Thank you,
Kenbrook Management

I hereby agree to the all the above terms and conditions.

Date

Signature

Address

Phone #

Email address