



Clubhouse Usage Agreement

Bridle Brook Farms Home Owner's Association
Message (334) 277-1077 Fax (334)239-7014

Partners Realty
12 West Jefferson Street
Suite 200
Montgomery, AL 36104

Thank you for choosing the Bridle Brook Clubhouse for your special occasion. The BBFHOA would like to make you aware of the terms and conditions for reserving these facilities and/or the use of the premises. The premises include the clubhouse, pavilion, pool and parking area. This agreement describes the procedure for payment of the deposit, and terms of the rental agreement and cancellation policy.

TERMS AND CONDITIONS:

- The renting party must be a homeowner in Bridle Brook Farms.
- Mail this signed rental agreement, proof of age, proof of Bridle Brook residence, and deposit in the form of a check or money order in the amount of \$100.00 payable to the BBFHOA to the address listed above.
- There will be a \$35.00 surcharge for any checks returned for insufficient funds.
- The clubhouse will not be rented to any person under 21 years of age.
- The renting party must be present at the facility on the date of the reservation and cannot sublet or assign the use of this facility.
- **NO** wet bathing suits or wet towels are allowed in the clubhouse. Wet shoes are to be left at the bottom of the stairs.
- **NO** smoking.
- **NO** alcoholic beverages.
- **NO** loud music.
- **NO** use of vulgar language or profanity.
- To affix decorations, **ONLY** may be used on paneled walls, and **ONLY** tacks may be used on painted walls. **NO** staples are to be used on any walls!
- The clubhouse must be put back in the same condition in which it was found before leaving.
(Please see attached checklist for proper cleaning procedures.)
- All personal equipment must be removed from the clubhouse at the conclusion of the event.
- The clubhouse is available for rental between the hours of 8:00 a.m. and 10:00 p.m.
- The scheduled event should not exceed more than four (4) hours. The clubhouse closes at 10:00 p.m.
Please remember to allow enough time to do a thorough cleaning and sign off of the "Clean up Checklist" after all guests have left the premises.
- The BBFHOA Board Members, Property Managers, Sheriff's Department or Police have the right to enter the premises during any event.
- Any person not complying with the above rules or causing any disturbance will be asked to leave the premises.

CANCELLATION POLICY:

Cancellations should be made 72 hours prior to the date of the reservation. Refunds will be made if reservations are cancelled 72 hours prior to the date of the reservation. If reservations are cancelled with less than 72 hours notice, money will be refunded only if the clubhouse is rented to another party.

I understand and agree to be held responsible to abide by all of the above terms and conditions of this agreement.

Homeowner Name: _____

Address: _____

Phone No: _____ Cell No.: _____

Date Reserved: _____ Time Reserved: _____

Rental Purpose: _____

Homeowner's Signature

Date of Agreement

DAMAGE AND CLEANUP:

PLEASE LEAVE THE CLUBHOUSE IN THE SAME CONDITION IN WHICH YOU FOUND IT. FAILURE TO COMPLY WITH THESE CONDITIONS WILL RESULT IN DEDUCTIONS IN YOUR DEPOSIT FOR THE COST OF CLEANING, REPAIR, REPLACEMENT, OR

RESTORATION OF FURNITURE, FIXTURES OR EQUIPMENT. THE FOLLOWING ARE THE **MINIMUM** CLEANING REQUIREMENTS TO OBTAIN A COMPLETE REFUND OF YOUR DEPOSIT. **ALL CLEANING SUPPLIES ARE LOCATED UNDER THE KITCHEN SINK OR IN THE KITCHEN CLOSET.**

- All dishes used must be rinsed and placed in the dishwasher and washer turned on before leaving.
- The rechargeable sweeper/vacuum should be used on all tile and hardwood floors. The vacuum cleaner should be used on all carpets. A damp mop should be used on hardwood floors, when necessary.
- All tabletop surfaces should be wiped with a damp paper towel and followed by wiping with a cloth sprayed with a dusting agent.
- The stovetop and kitchen countertops should be wiped with disinfecting wipes.
- The countertops and sink in the bathroom should be wiped down with disinfecting wipes.
- All spills in the microwave and/or refrigerator should be wiped up with paper towels and then disinfecting wipes.
- Clean out oven; if used.
- All items brought for the event and stored in the refrigerator/freezer should be removed after the event.
- Empty kitchen and bathroom trash cans replacing both can liners. All trash accumulated by the party **must be removed from the premises** upon departure from the premises.
(The large green can under the covered pavilion is for pool use only!) ▪
Set the thermostat to **85** degrees.
- Turn off all lights **EXCEPT** those for the stairwell.
- The homeowner will be notified of any charges to be deducted from the deposit. If damages/clean-up costs are in excess of the \$100.00 deposit, the homeowner is responsible for payment and will be contacted the BBFHOA regarding the amount due.

A copy of the above checklist will be in the clubhouse for you to complete, sign, and leave on the dining table before exiting the clubhouse.

Thank you for your cooperation!

We hope that your special occasion was enjoyable and that you will consider using the Bridle Brook Clubhouse and other facilities for your other special occasions!

BBFHOA and Property Managers

