



CLUBHOUSE RESERVATION REQUEST

**Hours Available:
Daily - 9 a.m. - Midnight**

PROPERTY OWNER: _____

ADDRESS: _____

AMENITIES CARD# _____

BEST CONTACT PHONE NUMBER: _____

EMAIL: _____

DATE CLUBHOUSE REQUESTED: _____ TIME _____ - _____
(please include setup and cleanup time)

TYPE OF FUNCTION: _____ APPX. # OF PEOPLE ATTENDING: _____

Party w/food & beverage (no alcohol) (\$50.00) _____ Party w/food, beverage, & alcohol (\$75.00) _____

I am requesting the use of the clubhouse and understand and agree to the following: **Deposit Check Required \$150.00**

- 1) I am at least 21 years of age and a member in good standing of the Wyngate Community Association, Inc. (the "Association").
- 2) I will be in attendance at the above function.
- 3) I assume all responsibility for the actions and behavior of all persons present at, or in any way related to the requested function, and agree to be personally responsible for causing such persons to comply with the Association's By-Laws, Rules and Regulations
- 5) If my use of the clubhouse violates the Association's By-Laws, Rules, and Regulations, or any Federal, State, or Local law/ordinance, my right to use the clubhouse will be immediately terminated and my deposit forfeited.
- 6) I agree to clean up after my function as per the clean-up list attached hereto and made a part hereof by this reference.
- 7) Cancellations must be received a minimum of two (2) weeks prior to the reserved date in order to receive a full refund of monies deposited. Failure to do so will cause the usage fee to be forfeited.
- 8) Any cleaning or repair cost for damages resulting from my use of the clubhouse will be deducted from my deposit. If such cost exceeds the amount of the deposit, I agree to pay the Association the balance due within ten (10) days of receipt of a written explanation and invoice from the Association for such cleaning or repairs. I agree that all fees and expenses incurred by the Association as a result of my use of the clubhouse under this agreement shall be considered an assessment and constitute a lien against my property collectable as provided for in the Association's Declaration and By-Laws.
- 9) To reserve the clubhouse for rental, all neighborhood Association dues and other fees must be current and paid.
- 10) No taping, stapling, or attaching anything to walls, furniture, or lighting is allowed.
- 11) No lighted candles are allowed in the clubhouse except on cakes.
- 12) No smoking is allowed inside the clubhouse.
- 13) All doors must be securely locked when leaving. Any damages as a result of unlocked doors will be my responsibility.
- 14) No noise level including music may disturb other persons.

I hereby assume all responsibility, risks, liabilities, and hazards incidental to any and all activities relating to use of the clubhouse. I fully release and forever discharge the Association and its officers, directors, employees, agents, and members from any and all claims, demands, liabilities, actions, damages, causes of action, and costs and expenses (including, without limitation, court costs and reasonable attorney's fees) arising from or in connection with or relating to use of the clubhouse, including claims for personal injury or death or damage to or loss of any property. In addition, I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents and members from and against any and all charges, claims, demands, actions, damages, causes of action, liabilities, and costs and expenses (including, without limitation, court costs and reasonable attorney's fees) suffered by me or my family members, guests, invitees or any other person arising out of or in connection with or relating to use of the clubhouse.

I have read, fully understand, and agree to comply with the terms of this contract:

Signature _____ Date _____

Clean-up list on page (2) of this request form is hereby incorporated by reference

RESERVATION PROCEDURES:

- (1) Complete the information requested above.
- (2) Provide two (2) separate checks: One in the amount of the usage fee (non-refundable) AND one in the amount of \$150.00 for the required security deposit, refundable as set forth above. Make both checks payable to: Wyngate Community Association.
- (3) Mail to: Sixes Management, 1007 Towne Lake Hills E., Woodstock, GA. 30189 (or) you may bring the reservation request and checks to the management office Mon.-Fri. 9:00 a.m. 4:30 p.m.

CHECK IN PROCEDURES *BEFORE* EVENT BEGINS:

- **Inspect furniture for any damages**
- **Report any damages IMMEDIATELY to 770-575-0943 upon inspection before party begins. If damages are not reported you will be responsible for the condition of the property after your party.**

CLEAN UP REQUIRED *AFTER* EVENT:

- **Vacuum.**
- **Wipe down counters in kitchen with supplied cleaning solution.**
- **Wipe down all other surfaces with a cloth.**
- **All furniture must be returned to its original location as shown on floor plan.**
- **Remove any items brought in (food, decorations, tables, chairs, etc.) at the end of your function prior to locking up the clubhouse.**
- **Remove trash from inside trash cans and place in commercial trash cans located at the top of the parking area. Trash must not be placed in any trash cans near the pool or the tennis area.**
- **Replace trash bags in all trash cans.**
- **Empty the refrigerator and freezer of all food placed there for your event.**
- **Mop the kitchen and hardwood floors if necessary (broom, dust pan, and vacuum cleaner is provided).**
- **Report any problems immediately to the Property Management Co. at 770-575-0943. For after hour emergencies (only) please call 678-888-3395.**
- **Clubhouse deposit is subject to forfeit for failure to follow cleaning guidelines.**