

**APPLICATION FOR RENTAL OF CLUBHOUSE/ANNEX FOR PRIVATE EVENT**

ROOM REQUESTED: (please circle) Clubhouse / Annex / Small Meeting Room

DATE OF EVENT: \_\_\_\_\_ TYPE OF EVENT: \_\_\_\_\_ # OF GUESTS \* \_\_\_\_\_

\* Maximum of 75 persons allowed in the Clubhouse or Annex per Fire Code; additional limitations may apply.

TOTAL # OF HOURS FOR RENTAL \_\_\_\_\_ TIME FOR EVENT \_\_\_\_\_ AM/PM TO \_\_\_\_\_ AM/PM

The Recreation Center Facilities may be rented by Deerfield Village residents only. Current year assessments **must be paid in full** in order to rent the Facilities. The resident renting the facilities must be present at the event at all times and is responsible for making sure doors to the Facility – including restrooms – are **closed** and **locked** at the end of the event.

**NOTE: An Access Control Card is needed to enter the Facility and restrooms. Request card from Office.**

**COST: Four (4) hours includes your set-up time, event, and clean-up time.**

Clubhouse or Annex (upstairs room) \$ 100.00 for first 4 hours \$ 25.00 per hour for each additional hour  
Small Meeting Room (across from office) \$ 25.00 for first 4 hours \$ 10.00 per hour for each additional hour

**Deposit of \$100 is required;** deposit will be refunded if the facility is left clean and undamaged at the end of the event. The Association Manager (AM) will inspect the facility to determine compliance. If the AM determines the facility is not cleaned satisfactorily, or damage has occurred during the rental, the renter will be contacted and offered the chance to correct the problem. If the renter doesn't respond, the damage/cleaning check will be deposited and used to cover the necessary cleaning/repair expenses. If the amount of the cleaning/repair exceeds \$100.00, the renter will be charged the overage. If the amount of the cleaning/repair is less than the cleaning/repair, the remaining money will be refunded. **Please read and initial below:**

\_\_\_\_\_ I am the legal adult resident of the property listed below who will attend this event. I fully understand that I am assuming total responsibility for the safety and actions of my guests on all grounds of the Deerfield Village Facility and property during the time I have the facility reserved. I do hereby absolve, hold harmless, and otherwise release from legal responsibility the Deerfield Village Community Association, its officers, directors, committee members, DVCA employees, and residents, for the safety and/or actions of myself/my guests.

\_\_\_\_\_ Firearms and/or weapons **are not be permitted** within the meeting rooms or recreation facilities area(s). Violations of this rule will result in forfeit of deposit and future use of DVCA facilities for up to 1 year.

\_\_\_\_\_ I agree that I will be responsible for the behavior of the guests in attendance. Guests are to be restricted to the facility buildings. Guests are not permitted to congregate in the parking lot, tennis courts, or playground area. All uninvited guests will be asked to leave the premises.

\_\_\_\_\_ In the event that alcohol is consumed by the resident and/or residents' guests, I do hereby absolve, hold harmless, and release from legal responsibility DVCA, its officers, directors, committee members, employees and residents in the event that damage or injury results from the consumption of alcohol by myself or my guests. Minors on the DVCA grounds may consume NO alcohol.

\_\_\_\_\_ I understand I am responsible for the set-up and clean-up for my event.

\_\_\_\_\_ I have received a copy of and understand the DVCA Room Rental Check List and agree to abide by said check list and leave the facility neat, clean and tidy. (A checklist is provided).

\_\_\_\_\_ I agree to hold Deerfield Village Community Association, Inc. harmless for any accident, injury or illness resulting from this rental.

\_\_\_\_\_ Refunds for cancelled events are given at the discretion of the Association Manager. Criteria used are: (1) how far in advance notice of cancellation is given; (2) whether the facility could be re-rented; and (3) whether the Association lost money due to cancellation.

\_\_\_\_\_ I understand that I will need to have an Access Control Card at the time the Room Rental Reservation is made. Access Control Cards do **not** need to be returned. The Association Manager will remove access to the room that was rented after your event.

\_\_\_\_\_ **I understand my rental is for the total number of hours stated above. If more time is needed than originally planned, I will place a check for the additional hours in the lockbox.**

NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**OFFICE USE ONLY**

Homeowner \_\_\_\_\_ / Tenant \_\_\_\_\_ Release \_\_\_\_\_ CMS \_\_\_\_\_ Access Control Card \_\_\_\_\_

RENTAL Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ DEPOSIT Check # \_\_\_\_\_ Amount \$ 100.00