

THE CLOISTER AT ST. HENRY

Private Event Reservation Guidelines & Agreement

The Cloister Clubhouse is jointly owned by all Cloister Unit Owners and can only be reserved by a Unit Owner. A private event is defined as one limited to guests invited by the hosting Unit Owner who must be in attendance at all times and is responsible for the actions of all in attendance including any damage.

Tentative reservations can be made by calling **Property Manager Erica Sullivan**, 615-600-4913 or emailing her at esullivan@cmacommunities.com. Reservation cannot be confirmed until this signed agreement and payment is received.

Forms can be found in the Clubhouse office or on the website at www.cloisteratsthenry.com.

Guidelines

- Safety regulations require that maximum number of guests allowed is 100.
- No smoking is allowed in the Clubhouse.
- All guests must be aware of the proximity of residents who might be disturbed by boisterous activity. Reservation is for inside of the Clubhouse, not the area outside.
- All children in attendance must be supervised.
- The swimming pool, office, chapel and storage rooms are not available for use at private events.
- Use of the piano is limited to qualified musicians with prior permission of the Clubhouse Chairperson.
- Parking in or blocking residents' driveways is prohibited.
- Equipment available for use includes: coffee pot & urn; electric range (non-self-cleaning oven), disposal, dishwasher, refrigerator (no icemaker), and vacuum cleaner; 2 long, 12 medium and 5 card tables; 100 straight-back stacking chairs.
- Hosts must furnish their own dishes, flatware, glasses, cups, napkins, tablecloths and any additional supplies.
- All guests should be out of the Clubhouse before 10:00 p.m.
- End of event clean-up is the host's responsibility and should be done as soon as event is over following instructions on Post Rental Cleaning Check List.
- Failure to follow cleaning instructions will result in hiring a cleaning service and cost will be deducted from deposit.

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Fees for all private events, regardless of size:

- Deposit (please write separate check which will be returned if no damage and check-out instructions have been followed) \$200

- Rental Fee \$125

Total \$ _____

Post Rental Cleaning Check List

Representative of Clubhouse Committee will confirm that instructions have been followed.

1. All mauve chairs placed around walls of main room, 6' tables put standing on edge against right side wall beside stacked chairs. Lay 8' tables on their side against right side of wall.
2. Kitchen floor is clean.
3. No leftover food is in refrigerator and refrigerator is clean.
4. Coffee pot and/or coffee urn are washed, dried, and put away where originally found.
5. Sink and counter tops are washed clean.
6. Stove top, under heating coils, and oven are clean.
7. Trash from both kitchen and restrooms has been taken to outside back fenced trash area.
8. Main meeting room and adjacent rooms used are clean.
9. Men and women's restrooms are clean.
10. Rugs are stain free and vacuumed clean.
11. Walls have no food, stains, scratches, marks or other damage.
12. Unauthorized rooms (Chapel, office, and storage rooms) were not used.
13. All personal items have been removed.
14. Thermostats are set to 80 in summer or 60 in winter.
15. All lights are turned out.
16. All doors are locked.

I have read the rules, understand them, and will comply with rules and leave the Clubhouse clean and in order for the next user. **Please Print**

Unit Owner: _____ Email: _____

Address: _____ Phone: _____

Date of Event: _____ Start Time: _____ End Time _____ # of Guests:

Signature: _____

Drop signed agreement with one check for deposit and one for the number of guests made out to COA (Cloister Owners Association) in Clubhouse drop box.