

LANDIS LAKES RECREATION ASSOCIATION
CLUBHOUSE RENTAL/RESERVATION REQUEST

Resident: Name _____
 Address _____
 Phone Number _____
 Email _____

Reservation fee is \$250.00 and a refundable damage/security deposit is \$200.00
Please submit these with 2 different checks - deposit will be VOIDED and SHREDDED if everything is cleaned up and there is no damage after the event.

Mail checks and this agreement to: Kentucky Realty Corp.
ATTENTION: Shelly Burton
3944 Bardstown Road
Louisville, KY 40218

Date Requested: _____ Expected Attendance _____ (Not to exceed 40 people)

I AGREE TO ABIDE BY THE FOLLOWING RULES AND REGULATIONS FOR THE USE OF THE CLUBHOUSE AND ASSUME FULL RESPONSIBILITY FOR THE ACTIONS, THE CONDUCT AND THE DAMAGE OF MY GUESTS. IF ONE OF MY GUESTS IS INJURED AT MY PARTY OR IF THEY INJURE SOMEONE ELSE ON THE PROPERTY, I WILL BE RESPONSIBLE.

- 1) Rental is only for the date shown above. Entering the facility prior to or after this date for any reason may result in forfeiture of said deposit
- 2) Clubhouse must be cleaned inside and outside immediately after the event and all the trash must be taken off premises to another location for disposing. Please use the cleaning checklist on the next page
- 3) Please do not attach anything to the walls that would harm the finished paint (tape is discouraged and if left on walls or leaves any evidence such as missing paint, your deposit will be forfeited). Anything that leaves a hole in the wall is also prohibited and will cause loss of deposit
- 4) No unreasonable noise or disturbances are allowed. NO loud music after 11pm. No outdoor music after 10pm
- 5) The swimming pool is not included in this agreement
- 6) Parking is restricted to the parking lot only. Parking on the street is prohibited
- 7) No smoking in the clubhouse
- 8) No cooking, grilling or frying inside the clubhouse. Grills may be used outside and 10' away from the clubhouse
- 9) No illegal activity is permitted
- 10) You may enter premises several hours in advance to turn the thermostat to a proper temperature setting
- 11) Television may be used for RCA jack or alternative HDMI hook-up
- 12) Please limit parking to parking lot and clubhouse driveway
- 13) Patio use is available during non-pool hours. While the patio is available to use, it is not included as part of the rental and is not guaranteed to be clean or presentable. If the renter does use the patio, he/she is responsible for removing any trash/debris after the event and to return the picnic tables and other items back to their original positions

*****CANCELLATIONS MUST BE MADE 30 DAYS OR MORE BEFORE THE EVENT TO RECEIVE YOUR DEPOSIT BACK*****

BY SIGNING BELOW, I AGREE TO BE BOUND BY THE ABOVE RULES AND REGULATIONS AND FURTHER AGREE TO COMPLETE THE EXIT CHECKLIST ON THE BACK OF THIS AGREEMENT WHEN EXITING

Resident Signature

Date

For Office Use Only: Confirmed by _____ Code _____

EXIT CHECKLIST

To be completed by guest upon departure

- _____ Remove all trash from the premises and deposit at another location
- _____ Sweep all carpets
- _____ Wipe all floors with a damp cloth
- _____ Wipe all surfaces down including tables, counters, refrigerator, freezer, microwave, sink, windows and doors
- _____ Clean all bathrooms
- _____ Patio area must be cleaned, swept and trash removed (if patio area is used)
- _____ Please place all furniture back into its original positions
- _____ Lock all doors including the doors from the restrooms to the exterior
- _____ Please turn all lights off inside and out prior to leaving
- _____ Please place the thermostat to 55 degrees in winter and 80 degrees in the summer (fan setting should be placed on auto)
- _____ All light bulbs working? If not, note: _____
- _____ Please sign and leave this form on the entry table

Supplies Available

Floor Mop
Cleaning Chemicals
Broom

All the above items have been completed by _____ Date: _____