

# **LATITUDE 49 CLUBHOUSE RENTAL AGREEMENT**

Rental of the clubhouse will only be available to owners of property in the Latitude 49 Resort Park Association. All reservations must be made one (1) month in advance and shall not be in conflict with any planned Latitude 49 social or board activities.

Latitude 49 Resort Park Association maintains the clubhouse and facilities. The Board of Directors has designated that INTEGRA Condominium Association Management will be responsible for processing applications for the clubhouse rentals. INTEGRA will coordinate with the Activities Committee to maintain a current master calendar.

The following Rental Agreement must be read and signed by the owner and submitted to INTEGRA. Rental fees shall be made payable to the: Latitude 49 Resort Park Association. Said funds will be deposited in the general fund.

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Homeowner \_\_\_\_\_

Unit # \_\_\_\_\_

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Phone number: \_\_\_\_\_

Date of event: \_\_\_\_\_

Time of planned event: From \_\_\_\_\_ to \_\_\_\_\_

Type of Event: \_\_\_\_\_

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Number of people attending: \_\_\_\_\_

The following conditions apply to all renters:

1. Rental of the Clubhouse is an “at your own risk” rental agreement, therefore, Latitude 49 will not be liable for any injuries sustained by members, families or other guests attending a private party by any owner in the park.
2. Compliance with Association Rules and Regulations is mandatory. Failure to comply with Association Rules and Regulations may result in fines as listed in this agreement.
3. A walk through prior to use of the building and following the event will be conducted with the owner and a designated Board representative.
4. A checklist of the duties required to secure the building and assure the building is left in the same condition prior to rental will be provided and signed by the owner.

5. As stated in the Latitude 49 Resort Park Declaration, the building will not be rented for political purposes or fund raising activities except those activities necessary to conduct legitimate regular activities necessary to conduct the business of Latitude 49 Resort Park.
6. All disposable supplies (i.e. napkins, coffee, and condiments) needed to have the event with be supplied by the renter.
7. Cleaning of the facility is the responsibility of the renter. If cleaning or repair of the clubhouse is required after the rental, the actual costs will be assessed to the owner for immediate reimbursement.
8. Rental of the clubhouse does not include any of the adjacent buildings (game room, exercise room, ping pong room, small kitchen, or the pool).
9. Rental of the association BBQ requires an additional \$25 Fee to be paid.
10. The microphone, stereo and karaoke equipment is not included in the rental.
11. It is the responsibility of the owner to acquire a banquet license if alcohol is being served. A photocopy of the permit shall be submitted to Integra prior to the event. The original license must be posted on site at the time of the event.

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The following is a schedule of charges.

Two (2) checks will be required. One (1) for the rental fee and one (1) for the cleaning deposit.

These should cover the cost of electricity; water and normal wear of the facility.

Group of 20 people or less:	\$25.00 rental fee. \$100.00 refundable cleaning deposit payable in advance
Group of 50 people or less:	\$50.00 rental fee \$100.00 refundable cleaning deposit payable in advance
Gatherings of over 50 people:	\$75.00 rental fee \$100.00 refundable cleaning deposit payable in advance of event.
Additional BBQ Rental:	\$25.00 rental fee

I agree to accept and comply with all of the listed conditions and rules of this document:

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Home Owner's signature	Unit #	Date
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Refundable deposit fee received [Date and Amount]

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## LATITUDE 49 CLUBHOUSE AND KITCHEN CHECK LIST

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1. \_\_\_\_\_ The homeowner, must be in attendance at all times, during the scheduled event.
2. \_\_\_\_\_ Smoking in the clubhouse is absolutely prohibited.
3. \_\_\_\_\_ When using the stoves, check that all fans, ovens, and stovetop burners are turned off when finished cooking.
4. \_\_\_\_\_ Close and lock all doors and windows throughout the building including the kitchen at the conclusion of the event.
5. \_\_\_\_\_ Dishes, silverware, pots and pans must be hand washed or cycled through the dishwasher and placed in the cupboards labeled for those specific items.
6. \_\_\_\_\_ At the conclusion of the event, spilled food or liquid spilled in the kitchen must be wet mopped and the main hall must be swept clean and the floor must be dry mopped.
7. \_\_\_\_\_ The ovens, microwave, refrigerators and freezer exteriors must be wiped down inside and out.
8. \_\_\_\_\_ All appliances, counter tops, cupboard doors, and coffee makers must be wiped clean.
9. \_\_\_\_\_ All event decorations must be removed from the building by noon of the next day following the event.
10. \_\_\_\_\_ All rubbish must be removed to the compactor immediately following the event.
11. \_\_\_\_\_ Tables tablecloths and chairs are to be wiped clean and placed back in the manner they were found.
12. \_\_\_\_\_ If the BBQ is rented, full cleaning of the unit is required.

Please check each item listed and return this checklist to Integra for refund if appropriate.

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Signature of renter.

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Approved By