

HERONS LANDING CLUBHOUSE RENTAL

RENTAL GUIDELINES

- ◆ Clubhouse Gathering room must be reserved for parties or private events. **You must contact BrodMor to schedule your event first and make sure the date is available. (Call to check availability before filling out this form.)**
- ◆ Reservations may be made from 10 am to 10 pm, in 6-hour blocks of time. Exceptions with trustee approval only.
- ◆ Anyone renting the gathering room must be out of the building by 11 pm (guests must be out by 10pm to allow an hour for cleaning) The last person to leave the clubhouse is responsible for locking all doors.
- ◆ Rental allows exclusive use of gathering room only. The exercise room and pool are not part of rental. Restrooms are available to all.
- ◆ Homeowner **MUST BE PRESENT** during the entire event
- ◆ A \$160.00 deposit is required from the homeowner at the time reservation is made. (\$60.00 fee, \$100.00 deposit)
- ◆ Cleaning of the clubhouse is to be done immediately after the event. After inspection of the clubhouse, if properly cleaned and all rules were followed; the deposit (\$100.00) will be refunded by mail.
- ◆ Pets are not allowed in the clubhouse, pool or clubhouse grounds
- ◆ The pool/clubhouse are non-smoking facilities. The homeowner is responsible for making sure their guests do not smoke. A loss of deposit PLUS a \$50.00 fine will be assessed if evidence of smoking is found
- ◆ The deposit may also be forfeited if improper cleaning/trash removal/ repairs are needed. If forfeiture occurs due to excessive abuse, access for rental purposes may be denied for at least 6 months. In any event, all fines and bills for damages must be paid in full before reservation privileges are restored.
- ◆ Reservations may be made up to one (1) year in advance, first come, first serve.
- ◆ Occupancy is limited to posted maximums. (50 people)
- ◆ Tacks, tape, or any other types of fasteners are prohibited for decorating for parties/events.
- ◆ Rental is not allowed if condo fees are delinquent.
- ◆ Cancelled events must be called in and reported at least 5 days prior to your scheduled date, failure to do so will result in the loss of deposit

KEYS

- ◆ You have been provided with a key for access to pool and clubhouse. The key for gathering room rental can be picked up at BrodMor's office Your deposit must be received by this time.
- ◆ Key must be returned to BrodMor's office within two (2) days after scheduled event. Failure to do so will incur a cost of \$10.00 per day until it is returned.
- ◆ You will be charged for the re-keying fee for any lost keys or if key is not returned. This is approximately \$150.00

Make checks payable to Heron's Landing

Mail to or drop off at:

BrodMor Property Management
822 E. Western Reserve Rd.
Youngstown, Ohio 44514
(330) 726-7330

Keep this portion for your records and mail in bottom section with your deposit for rental

Heron's Landing Rental Agreement

Homeowner Name: _____ Unit _____

Address: _____

Phone #: _____ Date Requested: _____ Time: _____ am/pm
to _____ am/pm

Please provide a brief description of your planned event: _____

**Reservation will not be held until deposit is received. Cancelled events must be reported at least 5 days prior to avoid loss of deposit **

Action by the Board and/or Manager Approved Disapproved

Deposit received ____/____/____ Check # _____ Amount \$ _____