

AVENBURY LAKES LODGE RESERVATION

RESIDENT REQUESTING USE OF LODGE:

(Reservation is limited to the Gathering Room, All-Purpose Room, Outdoor Pool, Kitchen and Restrooms)

Resident Name: _____ Phone: _____

Reservation Date: _____ Type of Event: _____

Purpose of Party _____

How is the guest(s) of honor related to the resident(s): (check one)

- | | |
|---|---|
| <input type="checkbox"/> Resident
<input type="checkbox"/> Spouse
<input type="checkbox"/> Resident's parents
<input type="checkbox"/> Resident's children or their spouse
<input type="checkbox"/> Resident's siblings or their spouse | <input type="checkbox"/> Resident's grandchildren or spouses
<input type="checkbox"/> Resident's great-grandchildren
<input type="checkbox"/> Resident's niece or nephew
<input type="checkbox"/> Resident's aunt or uncle |
|---|---|

Party begins: _____ Party ends: _____ Anticipated Number of Guests: _____

Please note that the capacity for the large all-purpose room is 75 guests seated at tables and 150 guests standing or seated without tables, according to Avon City Fire Code. Outdoor pool rental is for after regular outdoor pool hours only. All pool and spa rules must be strictly adhered to. No Grilling allowed.

Security Deposits and Reservation Fees:

	Rental Fee	Security Deposit	Total Due when Reserved	Party Monitor	Life Guard
Lodge Only	\$100	\$200	\$300	\$10 per hour	\$0
Outdoor Pool Only	\$50	\$100	\$150	\$10 per hour	\$35 per hour
Both Lodge & Outdoor Pool	\$150	\$300	\$450	\$10 per hour	\$35 per hour

The Rental Fee and Security Deposit are both due when making the reservation.

Security deposit minus the fees required and any additional applicable fees due to damage to the facility is refunded within 15 days of completion of the Lodge Inspection Form.

Board Approved: 11/17/16

FEES:

Party Monitor (Required) \$10 per hour

Party Monitor will work as a liaison between the party host renting the lodge and the Avenbury Lakes Home Owners Association during scheduled rental time. See Party Monitor Job Description (attached).

Lifeguard for outdoor pool (Required) \$35 per hour/2 hour minimum (Subject to yearly contract)

FOR OFFICE USE ONLY:

RECEIPTS:

Security Deposit: ___ Lodge ___ Pool ___

Paid by: _____ Date: _____ Check #: _____ \$ _____

FEES:

Lodge Rental: \$ _____ Party Monitor: \$ _____ Lifeguard: \$ _____

Total Fees: \$ _____

REFUND/SERVICE CHECKS ISSUED TO:

Deposit (minus fees): _____ Date: _____ Check #: _____ Amount: \$ _____

Party Monitor: _____ Date: _____ Check #: _____ Amount: \$ _____

Cleaning by HOA if needed: _____ Date: _____ Check #: _____ Amount: \$ _____

Lifeguard: _____ Date: _____ Check #: _____ Amount: \$ _____

Total amount of checks issued: \$ _____ (must equal \$200)

LODGE RESERVATION AGREEMENT

I, _____ of _____
(Resident) (Address)
do hereby agree to the following expectations and conditions of reservation and usage of
Avenbury Lakes Lodge and agree to the terms as listed:

AVENBURY LAKES RESERVATION AGREEMENT EXCEPTIONS AND CONDITIONS OF RESERVATION AND USAGE

- 1) The Lodge and/or outdoor pool may be reserved only by **Avenbury Lakes residents and for immediate family purposes only**. The homeowner/resident must be present for set up and at the function during the reservation times listed.
- 2) Only **one** party can be held at the Lodge and/or the pool area at the same time.
- 3) **The Lodge reservation fee is \$100.00 and the security deposit is \$200.00**. One check should be made payable to *The Avenbury Lakes Homeowners Association* for \$300.00 and submitted at least two weeks prior to the rental. **Pool party only reservation fee is \$50.00 and the security deposit is \$50.00**. The outdoor pool may be reserved after “regular” pool hours. FOR ANY EVENT WHERE THE POOL DECK IS USED, A LIFEGUARD IS REQUIRED. THE FEE IS \$35 PER HOUR, SUBJECT TO YEARLY CONTRACT (2-HR. MINIMUM). ALL POOL AND SPA RULES MUST BE STRICTLY ADHERED TO.
- 4) The reservation fees for the Lodge (\$100) and/or outdoor pool (\$50) are non-refundable. The security deposits required to reserve the Lodge (\$200) and /or outdoor pool (\$50) will be refunded in full within 15 days after completion of the Lodge Inspection Form less the Party Monitor fee and any additional applicable unpaid charges, such as, but not limited to damage repair, cleaning of the Lodge or surrounding grounds or the replacement of missing or damaged items. **Lifeguard fees must be paid at least 10 days in advance of the scheduled party date at the rate of \$35 per hour**.
- 5) The resident(s) of register agrees to pay a **“Party Monitor”** fee of \$10.00 per hour for the hours of the rental. (The hours of the rental are defined as **the scheduled time the party begins to the completion of clean-up including completing the checkout form with the Party Monitor**.) The Party Monitor will work as a liaison between party guests and Avenbury residents using the Lodge and will ensure guests do not enter resident only areas. This will enable the resident host to focus on their party.
- 6) All **private parties must end by 11:00 PM** and the facility cleaned up by midnight with the doors to the facility locked. If this rule is not followed the security deposit will be forfeited.

- 7) The Lodge is **not** available for rental on Thanksgiving Day, Christmas Day, New Year's Day or Easter Sunday.
- 8) **Setting-up** tables and chairs before the event and taking tables and chairs down after the event is the responsibility of the homeowner/resident making the reservation for the party. The time when set-up begins is at the discretion of the Activity Coordinator.
- 9) **All food and supplies must be brought into the building through the west library door adjacent to the kitchen.** There is easy access from the parking lot to this entrance. No food or catering equipment should be transported through the front door of the Lodge.
- 10) **Clean-up** must be completed immediately following the event in accordance with the attached checkout list.
- 11) Clean-up includes the All Purpose Room, Kitchen area and Gathering Room. You need **to bring your own cleaning supplies** and products including cleaning sprays, kitchen towels, and paper towels. The vacuum cleaner, mop and bucket that belong to the Lodge may be used for your convenience.
- 12) Please **empty the trash** in the All Purpose Room, Gathering Room and Kitchen.
- 13) **All trash must be returned to your home for garbage pick-up.**
- 14) **The homeowner/resident reserving the Lodge assumes all responsibility for any damages to the premises and the surrounding grounds by their guests. Any such damage will be charged against the \$200.00 security deposit. Damages in excess of the \$200.00 security deposit will be billed as an assessment to the owner of the unit in which the resident, who reserved the Lodge, resides.**
- 15) **In addition to appropriate charges, the misuse of the Lodge may result in the suspension of reservation privileges for up to one year as determined by the Board of Directors.**
- 16) When reserving the Lodge, please be advised that the reservation covers the Gathering Room, All Purpose Room and Kitchen areas and use of the restrooms. **The exercise rooms, game room, library/activity center, swimming pools and the pool decks are not a part of the rental agreement.** The doors to the outdoor pool area must remain locked at all times with the exception of the designated Fire Exit doors.
- 17) **The maximum number of guests for a party is 75 for a sit down event with tables and chairs and 150 with just chairs or standing per Avon City Fire Code.**
- 18) **The Avenbury Lakes Lodge, including outside pool deck area, is a Non-Smoking/Non-Vaping facility.** Smoking is permitted in the designated area located on the front porch of the facility. All debris, including cigarette butts must be removed as trash.
- 19) **No pets** of any kind are permitted in the facility.

- 20) Food and drinks are not allowed in Gathering (Fireplace) Room.
- 21) **Decorations** may not be glued, tacked, nailed, or taped to the walls or woodwork and helium balloons are not permitted. **Open flame decorations are not permitted.**
- 22) Music may be played at a reasonable level. Music **may not be played outside the Lodge after 10 PM.**
- 23) In case of backed up toilets or excessive water on restroom floors, a plunger, a mop and a bucket are located in the utility room located in the hallway opposite restrooms. The Party Monitor will assist you in locating those items.
- 24) This rental **DOES NOT** include the use of the television or Wi-Fi access.

I have read and understand the rules and policies for renting the Avenbury Lakes Lodge and agree to abide by these regulations.

(Resident Signature)

(Resident Phone Number)

(Avenbury Lakes Representative)

(Agreement Date)

Assigned Party

Monitor: _____ **Phone:** _____

Avenbury Lakes Lodge Inspection Form

For the protection of all concerned parties, the resident renting the Lodge and/or pool and the Party Monitor must complete, sign and return this checklist to Activity Coordinator's mailbox. The security deposit, or portions thereof, will be returned within 15 days of the verification of the Lodge condition by an Avenbury Lakes Activity Coordinator.

I. Entrance Condition:

The Lodge and/or pool was received in a clean, undamaged condition except as noted on the back of this sheet.

____ YES

____ NO

Resident Name (Please Print): _____

Resident Signature: _____ Date: _____

II. Exit Condition Check List:

- No interior or exterior damage to the building or grounds
- No stains on the furniture or carpet
- Carpets vacuumed
- Tile/wooden floors swept and if needed washed
- Tables and chairs cleaned and returned to storage area
- Kitchen counters cleared and wiped off
- Kitchen trash containers emptied and liners replaced
- Trash taken to resident home for disposal
- Kitchen appliances emptied and cleaned
- Appliances returned to off position
- The TV / VCR turned off
- Gas fireplace turned off
- Ceiling fans and lights turned off
- Pool deck and lodge grounds cleared of any renter/guest debris
- Pool deck and furniture clean and in order
- Pool areas locked and secured
- Facility locked and secured

The Lodge and/or pool areas were returned in a clean and undamaged condition.

YES

NO (If no, list any damages on the back.)

Resident Signature: _____ Date: _____

Party Monitor Signature: _____ Date: _____

Duration of Party: _____ Hrs.

AVENBURY LAKES HOME OWNERS ASSOCIATION PARTY MONITOR JOB DESCRIPTION

The Party Monitor is to act as the liaison between the Resident Host who is renting the Lodge and the Avenbury Lakes Home Owners Association during the scheduled rental time.

Duties & Responsibilities:

- ❖ Ensure that the rules and regulations spelled out in the rental agreement are followed.
- ❖ Unlock and relock the west outside door for caterers.
- ❖ Make sure party guests are only in the rental facility areas. Guests should not be in the game room, library, using exercise equipment or in the pools (unless a pool party has been scheduled- outdoor pool only).
- ❖ Make sure that young guests are not left unattended in the facility: children in gathering room jumping on furniture, in off-limit areas of lodge.
- ❖ Be visible to the resident who is hosting the party.
- ❖ Position oneself in a location to direct traffic and have a good view of the facility.
- ❖ Take periodic walks through the entire facility.
- ❖ Make sure party host knows where the cleaning supplies are and what they are allowed to use.
- ❖ Assist with emergency cleaning, as needed: including spills on carpeting, excess water on restroom floors, plugged toilets.
- ❖ Replenish paper towels and toilet paper as needed in restrooms
- ❖ Work with the evening Lodge Volunteers if there is an overlap in the schedules.
- ❖ Complete the facility checklist with the resident host at the completion of the event.
- ❖ Lock the facility and set the alarm if the party runs past 10 PM Monday through Thursday or 8 PM on Friday, Saturday and Sunday.
- ❖ Submit an Incident Report to the Activities Coordinator noting any infraction of the Rental Agreement by either the party guests or Avenbury Lakes residents.