

**Hillsdale I Condominium Association
Clubhouse Rental Request Form (Rev 3/23/16)**

Name _____ Address _____

Date requested _____ Hours requested: From _____ To _____
(NO LATER THAN 11:00 P.M. SUNDAY THROUGH THURSDAY AND 1:00 A.M. FRIDAY AND SATURDAY)

Telephone Number: Daytime: _____ Evening: _____

Approximate number attending function _____ (Maximum of 75 people)

Amount of folding chairs leased for event _____ (\$1 per chair lease, \$15 per chair if damaged, maximum 60 chairs)

TERMS AND CONDITIONS

In renting the clubhouse, I understand and agree to the following:

The clubhouse must be left in the same condition I found it. Member(s) of the Board of Directors will inspect the clubhouse with me, at a pre-determined time prior to the time of the function.

____ I will be responsible for cleaning the clubhouse after the function, in which case, member(s) of the Board of Directors will inspect the clubhouse with me at a pre-determined time.

____ I will leave the responsibility for cleaning the clubhouse to the Board of Directors, in which case, a cleaning service will be employed to clean the clubhouse and the cost of such services will be deducted from my deposit. If cleaning bill is more than \$300.00, I will pay the additional amount.

The clubhouse can only be reserved by Hillsdale I residents.

Damage to the clubhouse and/or its contents will be the responsibility of the owner of the unit renting the clubhouse and will result in partial or full forfeiture of deposit and possible further action as determined by the Board of Directors.

Guests attending a clubhouse function are not permitted to use the pool or any common ground outside the clubhouse.

Cleanup must be completed no later than 12:00 noon the day following the function.

I agree to the above terms and conditions: _____
Signature Date

Reservation Procedures

1. To rent the clubhouse you should call Sharper Image at 770-973-5923, and give your name, Hillsdale address, your telephone number and the date and time of your proposed function.
2. The assistant property manager will confirm clubhouse availability or suggest alternate dates for your clubhouse function.
3. Once an agreeable date is decided, complete this form; attach two (2) money orders or cashier's checks – one(1) for the amount of \$300.00 which will be returned to you, in full, if the post clubhouse inspection indicates that the clubhouse was left in satisfactory condition; and one (1) for the amount of \$50.00 (non-refundable rental fee) plus \$1.00 for each chair rented. The money orders or cashier's checks should be made payable to Hillsdale I Social Fund and mailed to Hillsdale I Condominium Association, Inc., P.O. Box 6188, Marietta, GA 30065.
4. Reservation will not be considered firm until the Property Manager receives this form and money orders or cashier's checks.
5. The Property Manager (Shaper Image) must be contacted in the event of cancellation. You will receive a refund of funds submitted from the Property Manager's office.
6. Sharper Image must receive the Rental Request Form and the deposit check no later than 10 working days before the rental. For rentals during the Holidays (Christmas through New Year's) the Rental Request must be received by December 1st.