

ARBOR CREEK ASSOCIATION, INC.
Club House Reservation Request

Request Form:

Submit form to:

Crofton Perdue Associates, Inc.
111 Marsh Road-Ste 1 ♦ Pittsford, NY 14534
Phone 585-248-3840 ♦ Fax 585-248-3666
E-mail: info@croftoninc.com

Opportunity to rent Arbor Creek Club House is available to RESIDENT HOMEOWNERS only!

Form must be submitted at least **30 days prior** to the requested date for your event

Reservation Fee is **\$125.00**, due at the time of reservation approval.

Payable & Mailed to: Arbor Creek HOA
c/o Crofton Perdue, 111 Marsh Road-Ste 1, Pittsford, NY 14534

Date of application: _____

Requested By: _____

Homeowner's Address: _____ Phone: _____

Reservation Date: _____

Start Time: _____ End Time: _____
***** (Be sure to include time for set-up and clean-up) *****

Event Type: _____

Special Requirements (please include a description of any items you will be bringing or renting for the event such as tents, grills, smokers, warming trays etc.):

Approximate number of invited guests: _____
(*Private parties not to exceed 60 people.)

Statement:

I have read the rules governing use of the Arbor Creek Club House as set forth on page two of this document, and hereby agree to abide by these rules.

Homeowner Signature: _____

ARBOR CREEK ASSOCIATION, INC.

Club House Reservation Request

Rules:

- Maximum of **60** guests will be allowed at the event, no exceptions.
- Resident must be present at the Club House for the entire length of the event.
- Pets are not permitted in the Club House with the exception of service animals
- In the event alcohol is served, resident assumes liability for all guests. It is the resident's responsibility to ensure all guests drink responsibly.
- No smoking is allowed in the Club House. If smoking outside, please dispose of cigarette butts properly.
- Use caution when hanging decorations and do not use nails or any other items that would damage the paint or walls.
- Use of trampolines, bounce houses, water slides, carnival rides or any inflatable games is prohibited.
- No open flames are allowed in the Club House, this includes wax candles and Sterno.
- Residents must bring in their own supplies, such as napkins, plates, utensils and not use club supplies stored in the kitchen closet.
- No vehicles are to be parked on the grass or anywhere that would interfere with traffic flow into or out of the development or blocking resident driveways.
- Resident is responsible for cleaning the Club House following their event. The Club House must be left in good condition and all furniture should be returned to its original location. Utilize the check list on page 3 to ensure proper closure of the Club House.
- Resident must remove all trash and place it in the receptacle outside the clubhouse • Respect other residents by ensuring that any outside activities are not loud or disruptive.
- Resident should be sure to include adequate time for set-up and clean-up in their requested time slot.
- The Club House will be inspected following all private events. Residents may be charged for any missing or damaged items as well as an additional cleaning fee if the clubhouse is found in poor condition.
- Please note that the fitness center will still be open to residents during your event. Please place the Private Event Sign, stored in the utility closet, inside the door to alert visitors to your event.
- In the event of any issues, please contact the Property Manager at 585-248-3840

ARBOR CREEK ASSOCIATION, INC.

Club House Reservation Request

Checklist:

The purpose of this checklist is to inform you of the expectations surrounding clean up following the use of the Club House and aid you in the close up process. If you have any questions, please contact the property manager.

- Remove all decorations and personal party supplies.
- Turn off all burners on the stove top, shut of the oven and the gas grill.
- Clean and store the coffee pot.
- Clean grill and grilling utensils and store accordingly
- Wash/wipe clean tables, kitchen counters, stove top and sink.
- Stow all folding tables and chairs neatly back in the storage closet.
- Sweep kitchen floor and mop if necessary.
- Remove all food from the refrigerator and wiped out any spills
- Bag all trash and dispose in refuse receptacle outside.
- Vacuum party room rug and spot clean any stains on carpet and furniture.
- Return the "Private Event" sign to the closet.
- Close and lock all windows and doors.
- Return thermostat to 78 degrees for AC/63 degrees for heat.
- Turn off fireplace, TV, ceiling fans and all lights.