

# CLUBHOUSE RENTAL APPLICATION - 2005

(Updated 9/2005)

## COPPERFIELD NEIGHBORHOOD ASSOCIATION CLUBHOUSE

P. O. Box 910772

Lexington, KY 40591

Phone: (859) 219-1340

Reservations: Kim Stinnett

### MEMBERSHIP INFORMATION

Today's Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Day

Evening

Renter's Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone No: \_\_\_\_\_

Day

Evening

### RENTAL INFORMATION

Function Date: \_\_\_\_\_

Time Requested: From \_\_\_\_\_ am/pm to: \_\_\_\_\_ am/pm

**Remember:** The rental fee reflects facility use for **four hours** and any additional time must be requested and approved in advance by the management and is subject to additional fees.

**Note:** All parties must end by 1:00am. The member is responsible for compliance with noise ordinances.

Facility use purpose: Party  Meeting  other (please list) \_\_\_\_\_

Approximate Number of People Attending \_\_\_\_\_

Time required for setup: \_\_\_\_\_ Open Club at: \_\_\_\_\_ o'clock

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## RENTAL FEES AND DEPOSIT REQUIREMENTS

### RENTAL FEE

|                  |  |
|------------------|--|
| 15-25 guests     | \$ 25  |
| 26-50 guests     | \$ 50  |
| 51-75 guests     | \$ 75  |
| 76-100 guests    | \$100  |
| Special Events   | \$300 (\$100 for security personnel is included in this fee) |
| Non-Resident Fee | \$200 (Additional fee over any resident fees listed)         |

### DEPOSIT AMOUNT

|                                |   |
|--------------------------------|---|
| Up to 75 guests                | \$200 (\$300 if both first floor and basement are rented) |
| Over 75 guests                 | \$300 (\$400 if both first floor and basement are rented) |
| Events where alcohol is served | \$700 (\$800 if both first floor and basement are rented) |

1. Any non-resident rental will require a CNA member's sponsorship. Then CNA member will provide the deposit payment, the rental fee and will agree to be in attendance at the entire event.
2. Additional rental time is available (for any rental) at \$25 per hour if planned in advance of the rental.
3. The Clubhouse has a first floor and basement. Rentals are separate unless both are reserved and a 25% discount is allowed for a combined rental. Deposits are increased by \$200 if the basement is included in the rental.
4. Any group over 75 serving alcohol will require security.
5. The office area of the clubhouse is not permitted to be accessed during rentals.

## DEPOSITS

The clubhouse first floor has been completely renovated including new furniture. In order to ensure that proper care is taken with the clubhouse and the furniture, the following points should be kept in mind regarding deposits.

1. Deposits will not be refunded if damage to the clubhouse or the furniture occurs during the rental. The clubhouse will be inspected for damage after each rental. If there is damage that you find prior to your rental, it is important to notify the clubhouse manager at 859-219-1340 (leave a message if there is no answer) and indicate the specific damage that you have observed.
2. You are responsible for cleaning up after your event. This includes cleaning the kitchen area, sweeping the floors, removing the trash and cleaning the tile areas. A failure to clean up after the event will result in a loss of all or a portion of your deposit.
3. No tape, nails, clips, etc. are permitted to be attached to the walls, doors, trim, fixtures, etc. for any reason. These materials damage the surfaces and their use will result in a loss of deposit.
4. The check for the deposit will be returned to you after completion of the rental and it is verified that the facility is damage free and properly cleaned.
5. You are also responsible for the key that is provided to unlock the clubhouse. Should you lose the key, a charge of \$100 will be deducted from you deposit.

TOTAL RENTAL FEE: \_\_\_\_\_

TOTAL DEPOSIT: \_\_\_\_\_

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**Please submit two separate checks for payment of rental fee and deposit.**

**Make checks payable to: COPPERFIELD NEIGHBORHOOD ASSOCIATION, INC.**

CHECK INFORMATION: Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Check No. (Rental) \_\_\_\_\_ Check Amt. \_\_\_\_\_

Check No. (Deposit) \_\_\_\_\_ Check Amt. \_\_\_\_\_

I have received a copy of the rules and regulations for renting the Clubhouse and agree to abide by them and recognize that any damage to the facility or the furniture will result in a loss of my deposit.

\_\_\_\_\_  
SIGNATURE OF APPLICANT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING AGENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF MEMBER/SPONSOR SIGNING FOR THE APPLICANT

\_\_\_\_\_  
DATE