

**CLUBHOUSE RENTAL APPLICATION - 2007**  
(Updated 1/2007)

**COPPERFIELD NEIGHBORHOOD ASSOCIATION CLUBHOUSE**  
**P. O. Box 910772**  
**Lexington, KY 40591**  
**Phone: (859) 219-1340**  
**Reservations: Janet Roden**

**MEMBERSHIP INFORMATION**

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

Member 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 **six 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. Parties/events with DJ's are not permitted.

**NOTE:** Rentals shall not be used to sell products to the public. Violation of this rule will result in loss of deposit. Neighborhood sponsored events are excluded.

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

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

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

**The Association board reserves the right to modify this rental application at any time.**

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# RENTAL FEES AND DEPOSIT REQUIREMENTS

## RENTAL FEE

The clubhouse has a maximum capacity upstairs of 100 persons. The basement can accommodate another 100 persons. These numbers are NOT to be exceeded and are dictated by the fire codes.

### Weekday Rates

Monday through Thursday \$40  
Once a month rentals (6 month commitment) \$25

### Weekend Rates

There are two rental periods per day on Friday, Saturday and Sunday. Rentals can be anytime during the day up to 4pm, with a different rental period starting at 5pm. This allows for maximum use of the facility by accommodating up to two rentals per day if needed. The time between 4pm and 5pm is to be used for clean up from a rental and/or setup for the next rental.

If your rental is over a time that stretches before 4pm and an after 5pm, the higher rental fee applies. For example, a rental that lasts from 3pm to 6pm for 75 persons would cost \$125.

The rates for the weekend are the same for the 4pm and before and the 5pm and after rentals. These rates are based on the expected number of persons.

Before 4pm		After 5pm	
Up to 50 persons	\$50	Up to 25 persons	\$50
Up to 100 persons	\$75	26-50 persons	\$75
		51-75 persons	\$125
		76-100 persons	\$175

NOTE: During the months of November and December, it is not permitted to have rental times that extend across the two rental periods unless the rental fee for both periods is paid. For example, a rental in November or December that runs from 3pm to 9pm for 75 persons would be \$200.

### 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. Rentals are to CNA members only. The CNA member will provide the deposit payment, the rental fee and will agree to attend the entire event.
2. Additional rental time is available (for any rental) at \$25 per hour if planned in advance of the rental and if it does not conflict with another 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 \$100 if the basement is included in the rental.
4. No access to the office area of the clubhouse is permitted 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

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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 your deposit.

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

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

**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 MEMBER

\_\_\_\_\_  
DATE

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

\_\_\_\_\_  
DATE