

SUMMIT RUN HOMEOWNERS ASSOCIATION, INC.
APPLICATION FOR CLUBHOUSE RENTAL

CLUBHOUSE RENTAL APPLICATIONS MUST BE SUBMITTED A MINIMUM OF **TWO WEEKS PRIOR** TO THE DATE OF THE PROPOSED EVENT. A DEPOSIT IN THE AMOUNT OF \$200.00 AND RENTAL FEE OF \$100.00 MUST BE PAID TO THE ASSOCIATION AT THE TIME THE RENTAL APPLICATION IS SUBMITTED. **BANK CHECK OR MONEY ORDER ONLY.** ONCE THE CLUBHOUSE HAS BEEN INSPECTED THE APPROPRIATE DEPOSIT AMOUNT WILL BE RETURNED TO YOU VIA MAIL CHECK WITHIN **30(THIRTY)** CALENDAR DAYS.

For processing of this application, please mail/drop-off to the address below:

DO NOT FAX THIS APPLICATION

C/O GRS Management Associates, Inc.
3900 Woodlake Blvd Suite 309
Lake Worth, FL 33463
Tel 561.641.8554 Fax 561.641.9448

Website: www.grsmgt.com

Business Hours: Monday – Friday 9:00 am – 5:00 pm

Property Address:

Date Applying:

Daytime Phone:

Alt. Phone:

Name of Owner(s)/Resident(s):

Email:

Event Date:

TERMS AND CONDITIONS OF CLUBHOUSE RENTAL

1. This agreement is for the rental of the "Clubhouse" only, and does not include the exterior patio area or the Community pool.
2. Clubhouse rental is permitted for the exclusive use of Members of the Summit Run Homeowners Association registered and approved tenants within Summit Run ONLY. The Clubhouse may not be rented to any person who does not meet the aforementioned criteria of ownership or residency.
3. All applicants must be over the age of 21 to enter into a rental agreement.
4. Applicant must be present at all times during the rental period. (Setup, Function, and Clean up)
5. Applicant shall not use or deface the walls of the clubhouse for decorative purposes. No nails, tacks, or tape are permitted. Decorations must be free standing. Any violation of this policy will result in your deposit being forfeited.
6. The law does not permit smoking or under aged drinking at the clubhouse.
7. Firearms, fireworks, or explosives of any kind are prohibited.
8. Clubhouse furnishings and decorations may not be removed from the building.
9. All trash is to be removed from the Clubhouse at the end of the event.
10. The Clubhouse must be left in the condition that it was in prior to the event. If the Association must clean or arrange the Clubhouse you will be reimbursed a maximum of 50% of your deposit.
11. All events must conform to the Palm Beach County Noise Ordinance.
12. Doors are not to be propped open and must remain closed so that the HVAC system works properly.
13. Any items that are being dropped off (i.e. table rentals) must be dropped off and retrieved the same day. No items may remain overnight.
14. It is the Applicants Responsibility to make arrangements with Management to ensure that the key to the kitchen is received by the renter prior to the event. **(Keys can be picked up by the homeowner only during normal office hours at Clubhouse) Tuesdays and Thursdays 9:15 am until 10:30 am**
15. Events are limited to 5 hours in duration with 2 hours provided to set up and 2 hours for clean up.
16. Maximum number of occupants per Palm Beach County Fire Code is 50 people.
17. No more than (5) five vehicles belonging to event attendees may be parked at the clubhouse.(deposit is forfeit if not in compliance)

I have read and understand the Clubhouse Rental Agreement and agree to adhere by the terms and conditions of the agreement as well as all Rules and Regulations of Summit Run Homeowners Association, Inc.

Signature of Applicant

Date

ATTENTION SUMMIT RUN RESIDENTS

PLEASE READ CAREFULLY!

Only the homeowner listed on the deed, an approved tenant who is listed on the current lease of a home may rent the clubhouse. No family members, friends, or people who reside in other Communities may rent.

The owner or approved tenant is the ONLY person who may pick up the keys from the clubhouse. No family members or friends may pick up keys.

If your event is on a weekend, the keys are available on the Thursday prior to the event during regular office hours (9:15 am until 10:30 am). If the event is scheduled for a weekday, you may pick up the keys on the normally scheduled office hour that is just prior to your event.

Keys must be returned to the clubhouse on following Tuesday during normal office hours after your event.

Failure to pick up the keys during office hours will result in a \$100.00 delivery fee being deducted from your deposit automatically.

The clubhouse must be completely cleaned and reset when you leave your event. If maintenance has to remove trash, clean any portions of the clubhouse or repair any damages, your deposit will be forfeit.

No Decorations may be attached to any walls or doors or ceiling fans. All event decorations must be free standing in nature.

You may only park five (5) vehicles at the clubhouse. You may use the additional street side parking on the east side of Summit Run Circle for additional vehicles. Failure to abide by this rule will result in your deposit being forfeit.

Absolutely NO alcoholic beverages may be brought onto the premises. Your event will be shut down and all attendees will be asked to leave by security should alcohol be present at any event.

Signature of Resident Responsible for Rental

Date Signed