

# Montalcino Residential Community

1512 Crescent Drive, Suite 112 Carrollton, Texas 75006 (972) 428-2030

## Request for Clubhouse Event Form

Today's Date: \_\_\_\_\_ Resident Name: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ Rental Time Frame: \_\_\_\_\_ (Please include time for setup and clean up in Rental Time Frame)

Purpose of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ Will alcohol be served? \_\_\_\_\_

**\*At any party where alcohol is being served a security guard must be hired at the homeowner's expense. Home owner is responsible for arranging officer no less than 2 weeks prior to reservation date.**

Will outside vendors be used? \_\_\_\_\_

\*Deposits will be needed to secure your requested date as it is first come, first serve basis. Deposits will be accepted until Essex confirms your requested date. Please **DO NOT** send a form of payment until approved

If your request is approved, a rental deposit will need to be paid and received two weeks prior the event. If you are providing a check-payment please make the check out to **Montalcino HOA**. Payments can also be made online; however, refunds take 6-8 weeks. The deposit will be refunded back to you once the Clubhouse has been inspected and it is confirmed that there are no damages or additional monies owed.

Clubhouse:

Rental Fee Schedule for number of attendants:

10-50 People	\$150.00
50-75 People	\$200.00
75-100 People	\$500.00
100-150 People	\$750.00

*Montalcino Residential Community, Inc., reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. Montalcino Residential Community, Inc. may in its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase as demand increases.*

**Please read every guideline and initial beside each one:**

\_\_\_\_ Reservations are first come, first serve basis pending the receipt of the security deposit and completed reservation form.

\_\_\_\_ Must be a Montalcino Homeowner or leaseholder to rent facilities. (Proof of residency required).

\_\_\_\_ You will **NOT** be allowed to arrive earlier or stay later than your allotted rental time. Plan time to include set up to clean up times.

- \_\_\_ NO Smoking allowed inside the Community Center or within adjacent pool area. Including all Patio areas.
  - \_\_\_ Reservations will **NOT** be taken more than 90 days in advance or less than two weeks in advance. No reservations will be accepted on days of Montalcino HOA events without manager approval.
  - \_\_\_ Montalcino Residential Community, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
  - \_\_\_ No reoccurring rentals will be permitted unless sponsored by a Montalcino HOA committee or resident club.
  - \_\_\_ The HOA is not responsible for any injuries sustained during private events inside or outside amenity centers, pool areas, parks, fitness club or on any other common property.
  - \_\_\_ Management staff may be present during your event and will have full access to all areas of the clubhouse and its facilities.
  - \_\_\_ NO PETS will be permitted in the center or pool area other than those aiding the disabled.
  - \_\_\_ Floors must be cleaned following event.
  - \_\_\_ Restrooms and kitchens must be clean following event.
  - \_\_\_ Trash in and around facilities must be picked up and trash receptacles must be emptied following event.
  - \_\_\_ TVs, DVD players, lamps and stereo equipment (if any) must be turned off following event. A/C controls may not be tampered with by anyone other than staff during events.
  - \_\_\_ Any decorations used must be taken down and all adhesives removed. NO pushpins or other drywall protrusions will be permitted. Balloons are NOT permitted inside of the amenity center.
  - \_\_\_ NO (wet or dry) swimsuits or bare feet will be permitted in the center at anytime.
  - \_\_\_ All furniture must be put back in the original place.
  - \_\_\_ If alcohol is served then all liabilities are the responsibility of the owner/host.
  - \*At any party where alcohol is present, a police officer MUST be hired at the homeowner's expense.** Home owner is responsible for arranging officer no less than 2 weeks prior to reservation date.
  - \_\_\_ The HOA assumes no responsibility for any service to minors or incidents resulting of alcohol service at a private event.
  - \_\_\_ No BBQ grills or jump houses allowed for private parties.
  - \_\_\_ All furniture must be kept in place unless approved by management.
- Montalcino Residential Community, Inc reserves the right to refuse future rentals if facilities are left in poor condition or if there is any evidence of rules being violated.**

I, (name) \_\_\_\_\_ of (address) \_\_\_\_\_ take full responsibility for the care and cleaning of the community center and its contents for the date and time noted on contract. I understand that I am financially responsible for the replacement of any Montalcino Residential Community, Inc. property damage or loss during the time of my event. I understand and agree that Montalcino Residential Community, Inc is not liable for any injuries that occur either inside the amenity center or on any common property during my event.

**Usage**

Rental includes use of kitchen and its appliances, electronic equipment, restrooms and clubhouse furnishings.

Signature of Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_