

# Roseheart Clubhouse Reservation Agreement

Name \_\_\_\_\_ Address \_\_\_\_\_

Home phone \_\_\_\_\_ Cell \_\_\_\_\_

E-mail address \_\_\_\_\_

Event Planned \_\_\_\_\_ Date of Event \_\_\_\_\_

Start Time \_\_\_\_\_ Finish Time \_\_\_\_\_

# of adults attending (over 21 years of age) \_\_\_\_\_ # of children attending (under 21 years of age) \_\_\_\_\_

Caterer Name \_\_\_\_\_ Phone number \_\_\_\_\_

Entertainer Name \_\_\_\_\_ Phone number \_\_\_\_\_

Certified Lifeguard Name \_\_\_\_\_ Phone number \_\_\_\_\_

Certified Lifeguard Name \_\_\_\_\_ Phone number \_\_\_\_\_

## Please acknowledge all of the following by checking each box:

- I have read, understand and agree to the Operating Policies regarding the use of the Roseheart Clubhouse.
- I understand that activity at the Clubhouse will be filmed or monitored for security purposes.
- I understand that the refundable portion of the rental fees will be refunded in approximately 30 days provided the Clubhouse is restored in accordance with the instruction on the reverse side of this form.
- I understand that if I intend to use the pool, I will be required to hire 2 (two) certified lifeguards for the duration of my party. I will provide Clubhouse Manager their names & current certification prior to my event.
- I understand that absolutely NO glass is allowed outside of the Clubhouse.
- I understand that the fitness center is closed to people attending my event.
- I understand that wet bathing suits are not allowed in the Clubhouse.
- I understand that I am responsible for my guests.
- I understand that there is a \$200 fine for each occurrence of any form of tobacco use in the Clubhouse.
- I understand that jumping over the fence on the Clubhouse grounds is strictly prohibited.
- I understand that children under 21 must be under direct, visual supervision of parent or guardian at all times.
- I understand that my reservation is not considered legally binding until all the appropriate forms are signed and submitted together with the required funds.
- I understand that my reservation reserves the Clubhouse. I am not to "set up" anything outside the Clubhouse.
- I understand that the maximum occupancy for the Clubhouse is 115 people and my event will not exceed that number.
- I understand that all guidelines found in the *Roseheart Clubhouse Operating Policies Manual* will be adhered to.\*

**\*All Rentals must end by midnight (Clubhouse vacated) with no persons outside after 10:30 pm.**

## A checked box below is acknowledgment of an electronic signature.

\_\_\_\_\_

Homeowner/Resident Typed Name or Signature

\_\_\_\_\_ Date

# Roseheart Clubhouse Reservation Agreement

## Rental Deposit

The fee to rent the Roseheart Clubhouse includes a refundable deposit of **\$125.00**. This deposit is refundable on condition that the Clubhouse is left in a neat and orderly condition. There is no need for deep cleaning, but the building should be ready for immediate use, if needed.

Specifically, the following duties are the minimum that must be performed in order to qualify for a total refund of your deposit:

- Any and all spills wiped up.
- Decorations and supplies used for your event are removed without damaging the Clubhouse property.
- Furniture is returned to its pre-event locations, tables and chairs are put away in their proper closets.
- Cups, plates, and other party supplies are picked up and disposed of or removed from property.
- All trash (from inside and out, if applicable) is carried out to dumpster and trash bags are replaced with clean ones.
- Caterers should leave the kitchen in the same condition they found it.
- Everything brought in for the event is removed from the premises.
- No indication of any tobacco use in the building. This includes ashtrays, cigarette and cigar butts, spit cups or strong odors.
- No Clubhouse fixtures or equipment is damaged or missing.

I have read the above conditions for deposit refunds and agree to be responsible for any damages or messes caused by me or my guests. I also agree to pay to repair any damages that are in excess of the amount of my deposit.

**A checked box below is acknowledgment of an electronic signature.**

\_\_\_\_\_  
Homeowner/Resident Typed Name or Signature

\_\_\_\_\_  
Date

### Clubhouse Rental Fees:

**\$75.00** for up to 3 hours

**\$150.00** for more than 3 hours

Maximum rental time - 6 hours

**\$75.00** (Non-refundable) Cleaning Fee

**\$125.00** Refundable Deposit

*Please return this form, with your payment to:  
Clubhouse Manager at: 59 Roseheart, SATX 78259  
(p) 210-497-1557 (f) 210-497-4119 roseheart@sanantonio.twcbc.com*

**Please make all checks payable to "Roseheart."**

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For Clubhouse Use Only

Amount Received: \$	cash/check no.	Date \$ Received:
Amount to Be Refunded: \$		Refund Request Date:

Click Below to Save to Computer  
Submit (Email) Completed Form to Clubhouse

Click Below to Clear All

Click Below to Print rev. 01-14-16