



Homestead Court Club Community Room Rental Fees and Guidelines

| Room Renter | Function Type | Number of Guests Permitted | Food and Beverage Permitted? | Time Allotment | Rental Fee |
|--------------------------------------|-----------------------|----------------------------|------------------------------|-----------------|------------|
| Homestead Owners Association Meeting | Meeting | 60 | No | 2 hours or less | \$50 |
| Homestead Owners or Club members | Meeting | 60 | No | 2 hours or less | \$75 |
| Homestead Owners or Club members | Private Party | 20 or less | Yes | 4 hours or less | \$100 |
| Homestead Owners or Club members | Private Party | 20-40 | Yes | 4 hours or less | \$150 |
| Homestead Owners or Club members | Private Party | 40-60 | Yes | 4 hours or less | \$200 |
| Non-members | Private Party/Meeting | 20 or less | Yes | 4 hours or less | \$150 |
| Non-members | Private Party/Meeting | 20-40 | Yes | 4 hours or less | \$200 |
| Non-members | Private Party/Meeting | 40-60 | Yes | 4 hours or less | \$250 |

RENTAL GUIDELINES:

1. All room reservations must be made directly with Kim Gauron in advance of the rental date.
2. The Homestead Community Room is the ONLY space in the Clubhouse/grounds available for rental for a private party, meeting, etc. **No other club facilities, including the pool, may be used in conjunction with the room rental.**
3. The Homestead Court Club and Owners Association nor any other group has a liquor license to sell alcohol on these premises, nor an insurance policy that covers liquor liability, therefore there are no alcoholic beverages allowed on the Homestead grounds during room rentals.
4. A \$200.00 deposit fee, in the form of a check, is required for all parties. Room inspection shall take place immediately following function, if Homestead staff member is available, or on the next business day if not. Deposit will be refunded only after inspection.
5. Renters are responsible for COMPLETE CLEAN-UP of the room. This is not included in the rental fee. Please see the Room Rental Check Out Sheet. Note: All spills must be cleaned immediately. Any warping or scratches to the floors will result in a deduction off the deposit.
6. All decorations must be pre-approved.
7. Tables may be re-arranged, as long as they are returned to their original position prior to departure.
8. Renters are responsible for bringing all their own equipment, linens, flatware, flowers, cooking/serving equipment, plates, glasses, cups, etc., and to remove all items immediately after the party.
9. **All functions must end at least 30 minutes prior to Club closing at 10:00pm.**
10. No kitchen facilities are provided.
11. Refrigerator and/or grill privileges may be provided, with prior arrangement.



Homestead Community Room Reservation Form

DATE _____

DATE OF FUNCTION _____

TIME OF FUNCTION _____

NAME _____ GROUP _____

NUMBER OF PEOPLE IN GROUP _____

PHONE _____

ADDRESS _____

TYPE OF FUNCTION _____

RATE _____ Date Paid _____

DEPOSIT _____ Date Paid _____

REFUNDED _____ Date Refunded _____

METHOD OF PAYMENT (rent) _____ (deposit) _____

ACCT # _____

CREDIT CARD NUMBER _____

EXPIRATION DATE _____

CHECK # _____ AMOUNT _____

I have read and understand the Homestead Court Club Community Room Rental Guidelines, and I agree to abide by them.

Responsible Party

Date

Homestead Management

Date

HOMESTEAD

HOMESTEAD ROOM RENTAL CHECKOUT SHEET

Name of Renting Party: _____ Signature: _____
Date & Time of Rental: _____ Phone Number: _____

A \$200 deposit has been required for use of the Homestead Community Room. All or part of the deposit will be returned to you or your organization based on the condition of the room after your use. Homestead Staff will conduct a room inspection after your use and will determine if the room needs any cleaning or repairs, if so the amount will be deducted from your deposit.

Initial box when completed



TABLES & CHAIRS

All tables and chairs need to be wiped down.



TRASH

Please take out the trash. The dumpster is located on your right, as you leave the building. There are extra garbage bags in the bottom of the garbage can.



KITCHEN AREA

The counters must be wiped down and the refrigerator must be empty and clean.



FLOORS

The floors must be swept and free of any marks. Please make sure to immediately clean up any spills to avoid warping of the hardwood. Be careful not to scratch the floors when rearranging the furniture.



DECORATIONS

Please do not use thumbtacks or nails to hang decorations. All decorations must be properly removed. Please make sure that all tape, string, or other decorations are removed from the chairs and walls.



GRILL

If you use the grill please be sure to turn off the gas. You are also responsible for cleaning the grill.

DECK AREA

All garbage must be taken out to the dumpster and the deck area must be cleaned up.

* Please initial each box and return this form to the front desk when you are ready for your room inspection