

**THE HAMTPONS OF DULUTH  
APPLICATION AND AGREEMENT FOR CLUBHOUSE RESERVATION**

Clubhouse Rental Fee **\$150 per day** based upon a **50-person** maximum

Additional Rental Fees are required for the following:

- 51-100 people is an **additional \$50 per day**
- To access the building for setup after 6 p.m, the evening before your rental, **if available**, there is an Early Setup Fee of **\$50**
- Any use of outside lawn areas and/or parking lot requiring set-up of any kind, is **only allowed with board approval** and is subject to an **additional \$50 fee**

Back Meeting Room Rental Fee **\$30** per hour with a 2 hour minimum (8-person maximum).

All rental fees are billed directly to your homeowner account.

Homeowner Name \_\_\_\_\_

Address \_\_\_\_\_

Email Address \_\_\_\_\_

Phone Number # \_\_\_\_\_

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

Type of Event \_\_\_\_\_

Approximate # of guests \_\_\_\_\_ Early Setup (Y/N) \_\_\_\_\_

Extra chairs needed (Y/N) \_\_\_\_\_ If yes, how many? (max 24) \_\_\_\_\_

Extra tables needed (Y/N) \_\_\_\_\_ If yes, how many? (max 4) \_\_\_\_\_

TV needed (Y/N) \_\_\_\_\_

**\*\* NO NAILS, TACKS, GLUE, OR TAPE MAY BE USED ON THE CLUBHOUSE WALLS. PAINTERS' TAPE ONLY IS ALLOWED ON THE WOODWORK. THE ONLY TAPE ALLOWED IS THAT FURNISHED BY THE HOA AND LOCATED IN A DRAWER IN THE KITCHEN.**

**\*\* NO SMOKING, VAPING OR CHEWING GUM IS ALLOWED!!!**

**\*\* NO PETS (dogs, cats, etc.) ARE ALLOWED IN THE CLUBHOUSE AT ANY TIME. You will be assessed a special cleaning fee and may lose clubhouse rental privileges.**

**Please initial that you, as a Homeowner, understand and will abide by the following statements:**

\_\_\_ I (we) further understand and agree that any additional cleaning costs and any and all damages resulting to the Clubhouse, its contents, or any other amenities or Association grounds from my actions or any actions of persons present at, attending, or in any other way related to my party or function will be specifically assessed to my HOA dues account. I understand that any charges made against my HOA dues account will be explained. I agree to pay the Association the full cost of all repairs within ten (10) days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all fees, and expenses incurred by the Association as a result of the use of the Clubhouse under this Agreement shall be considered an assessment, constituting a lien against my property and shall be fully collectible. NOTE: Security camera video may be used to verify damages.

\_\_\_ I (we) will be responsible for unlocking all exterior doors (including deadbolts) and leaving them unlocked for the duration of the event to provide emergency exit access. I (we) will be responsible for locking all doors and windows, including deadbolts, at the end of the event.

\_\_\_ I (we) agree to clean according to the specifications of the Required Cleanup Checklist.

\_\_\_ I (we) acknowledge the homeowner must attend the event and will be responsible for the actions of all guests at this event. There is no exception to this policy.

\_\_\_ I (we) agree to a checklist walk-through the day following the function. (This walk-through must be completed satisfactorily, and the key returned, to determine if your account will be assessed any charges/fees for damage).

\_\_\_ I (we) agree that all guests are required to stay in the clubhouse and patio outside the double doors, but not downstairs. Under no circumstances are guests allowed on the pool deck.

\_\_\_ I (we) understand that the clubhouse is a NO-SMOKING facility. No smoking, vaping, or chewing gum is allowed.

\_\_\_ I (we) understand that no tape, glue, tacks, or nails, may be used on the walls. Painters' tape provided by the HOA may be used on the woodwork only

\_\_\_ I (we) understand that no inflatable tents, jump houses, etc. are allowed on the clubhouse lawn. They may be used in the Parking Lot with Board approval.

\_\_\_ I (we) agree to lower the sound volume by 10:00 PM on a school night and 11:00 PM on the weekend and be completely out by 11:45 PM. Overnight rentals are NOT available.

\_\_\_ I (we) will be responsible for returning the furniture to its original location, removing all personal articles, and cleaning the Clubhouse prior to 10:00 AM the following day, according to the cleanup checklist.

\_\_\_ I (we) will hold "The Owners of Hampton Place" harmless for any liability caused by this agreement.

**Homeowner's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Received by Committee member** \_\_\_\_\_ **Date** \_\_\_\_\_

**The Hamptons of Duluth Clubhouse  
Required Cleanup Checklist**

The conditions for the use of the clubhouse and recreation facilities are contingent on the follow-up inspection by a Committee Member or their appointed representative. To maintain our clubhouse, each homeowner who uses it must take care to complete each item below.

You may hire your own cleaning service to go in afterwards (within 24 hours of your function). If you do the cleaning yourself, allow at least one to two hours to complete the job. In the closet and kitchen, you will find cleaning supplies (broom, mop, dust mop, paper towels, Windex, etc.). **If any additional supplies are needed, please provide your own and let us know what is lacking.**

**General Interior:**

1. All decorations and tape removed from woodwork, windows, and furniture.
2. Floors swept and mopped (use only a slightly damp mop).
3. Glass top tables cleaned with Windex or Glass Plus.
4. Windowpanes cleaned of smudges using only Glass Plus or Windex with vinegar.
5. All furniture and accessories returned to their original location.
6. TV and DVD player turned off (if used).
7. All personal articles removed.

**Restrooms:**

1. Toilets cleaned and toilet paper on the holder.
2. Sinks cleaned and paper towels in the holders.
3. Floors swept and mopped.
4. Trash cans empty and lights off.

**Kitchen:**

1. All personal dishes and utensils removed.
2. The Dishwasher and oven are clean and empty.
3. Garbage disposal clear of any food.
4. Sink and counter tops cleaned thoroughly.
5. Refrigerator cleaned of any food and spills. (DO NOT LEAVE ANY FOOD IN THE REFRIGERATOR OR FREEZER).
6. Range top cleaned and turned off.
7. Microwave emptied and wiped out.
8. The Coffee maker emptied and washed out.
9. Floor swept and mopped with floor cleaner.
10. Trash cans emptied into the large dumpsters outside. New bag in trash can.

**Upon Exiting the Facility:**

1. Check the area outside of the clubhouse/pool area and remove any balloons, decorations or litter.
2. Securely lock all windows and doors (including deadbolts).
3. Turn off all lights.
4. Return the keys after the walk-through is completed.

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

\* AFTER RENTAL EVENT IS COMPLETED, SET UP AND CLEANING ARE FINISHED, CONTACT COMMITTEE REPRESENTATIVE TO INSPECT FOR ANY ADDITIONAL CLEAN UP OR REPAIRS REQUIRED. KEYS WILL BE RETURNED AT THIS TIME.