

## The Hamptons of Duluth

### APPLICATION AND AGREEMENT FOR CLUBHOUSE RESERVATION

Rental Fee    **\$100.00** (based on 50 people maximum)

Additional Rental for the following:

51-100 people is an additional **\$50.00 or \$150.00** Total

Add the pool for **\$75 plus any fees for extra lifeguard**

Add the Portable TV for **\$25** Must be requested and paid for before rental of Clubhouse

Deposit Required    **\$500.00 – Refundable**

Two Checks Payable to: The Hamptons of Duluth

Homeowners Name: \_\_\_\_\_

Address: \_\_\_\_\_ email: \_\_\_\_\_

Phone: \_\_\_\_\_ Work: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Is this a teenager's or a children's party? \_\_\_\_\_ No alcohol is allowed at these events.

Approximate number of guests: \_\_\_\_\_ \*Pool use required? \_\_\_\_\_

\_\_\_ No pets-(dogs, cats, etc.) are allowed in Clubhouse at any time. Forfeiture of deposit is the penalty.

**\*If pool is used, pool party rules apply and a lifeguard from the Pool Contractor is required. Additional lifeguards will be paid directly to Pool Company.**

Please initial that you, as a Homeowner, understand and will abide by these statements:

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

\_\_\_ I (we) agree that unless pool area is rented all guests are required to stay in Clubhouse and under no circumstances are guests allowed on pool deck. They are allowed on patio outside double doors but not to go down stairs.

\_\_\_ I (we) agree to cover the cost of any damages to the **building and/or furnishings** and/or the **pool area and landscaping**. I (we) will be responsible for locking the clubhouse and setting the alarm system (If one is available).

\_\_\_ I (we) understand that the clubhouse is a **NO-SMOKING** facility and that **no tape, glue, tacks, or nails**, may be used on the walls. No inflatable tents, jumping house, etc. is allowed.

\_\_\_I (we) agree to a lower the volume by 10:00 PM on a school night and 11:00 PM on the weekend plus be completely out by 11:45 PM. There are no “overnight” rentals available

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

\_\_\_ I (we) will be responsible for returning the furniture to its original location, removing all personal articles and cleaning Clubhouse and pool area prior to 11:00 AM the following day, according to the Cleanup checklist.

\_\_\_I (we) agree to a checklist walk-through the day following the function. This walk through must be completed satisfactorily and the key returned, then security deposit will be refunded.

**Homeowner’s Signature:**\_\_\_\_\_

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

Received by Committee member:\_\_\_\_\_

Date:\_\_\_\_\_

**Refund the amount of \$\_\_\_\_\_ authorized by \_\_\_\_\_**

Date: \_\_\_\_\_

\*\* Pool availability during normal pool hours only. Pool use is excluded during SAYOR hours.

## **The Hamptons of Duluth**

### **Clubhouse Reservations – Required Cleanup Checklist**

The conditions for the use of the clubhouse and recreation facilities and the return of the security deposit are held contingent on the follow-up inspection by a Committee member or their appointed representative. In order to maintain our clubhouse and receive your security deposit back, each homeowner who uses it must take care to complete each item below.

The maximum number the clubhouse will hold is 100. If you do the cleaning yourself, allow at least one to two hours to complete the job. You may also hire your own cleaning service to go in afterwards (within 24 hours of your function) if you prefer. 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 then let us know what is lacking.

**YOU WILL NEED TO SUPPLY YOUR OWN VACUUM CLEANER.**

**\*\* NO NAILS, TACKS, GLUE, OR TAPE MAY BE USED ON THE CLUBHOUSE WALLS OR TRIM. THE ONLY TAPE ALLOWED WILL BE THAT FURNISHED BY HOA AND IT WILL BE IN TABLE DRAWER BY KITCHEN.**

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

- \*\* PLEASE DO NOT DRAG ANY FURNITURE ACROSS THE TILE FLOORS.**
- \*\* FURNITURE MUST BE CARRIED NOT DRAGGED WHEN MOVED.**

General Interior:

1. Tile floors must be vacuumed and mopped (use only a slightly damp mop and water only).
2. Carpet vacuumed, spills cleaned.
3. Woodwork dusted and smudge-free.
4. Tables, ledges, fireplace mantle dusted.
5. Glass top tables cleaned with Windex or Glass Plus
6. Windowpanes cleaned of smudges using only Glass Plus or Windex with vinegar.
  - a. No ammonia products may be used on this glass as it has been tinted.
7. All furniture and accessories must be returned to their original location.

Interior Restrooms:

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

Kitchen:

1. Soiled dishes and utensils cleaned and put away
2. Dishwasher and oven 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 REFRIGERATOR OR FREEZER).**
6. Range top cleaned and turned off.
7. Tile-floor swept and mopped with floor cleaner.
8. Trash cans emptied into the large dumpsters outside. New bag in trash can

Pool Area: (if rented)

1. Tables, chairs, and lounges returned to their original location.
2. Food and debris cleaned from the surfaces and umbrellas lowered.
3. Empty all poolside trash containers and consolidate into dumpsters.
4. Replace plastic liners in each container and secure lids.
5. Sweep patio and pool deck.

Exterior Restrooms:

Toilets cleaned and stocked with tissue.

1. Sinks cleaned.
2. Floors swept, showers checked for trash.
3. Trash emptied, lights off, doors locked.

Upon Exiting the Facility:

1. Check area outside of clubhouse/pool area for litter, cigarette butts. Remove.
2. Only lights marked with red dots should be left on in clubhouse.
3. All windows and doors must be locked securely.
4. All doors should be locked. Includes the deadbolts.
5. Key returned after walk-through is completed.

Specific problems noted prior to use of clubhouse.

---

---

---

---

I understand that these requirements must be met in order to have my deposit refunded in full. If any damage or additional cleaning is required, I know that charges will be deducted from my deposit.

**Homeowner Signature:** \_\_\_\_\_

Date: \_\_\_\_\_

AFTER RENTAL EVENT IS COMPLETED AND ALL SET UP AND CLEANING IS FINISHED, CALL 770-232-0176 TO SET UP TIME TO MEET HOMEOWNER REPRESENTATIVE TO INSPECT FOR ANY ADDITIONAL CLEAN UP OR REPAIRS REQUIRED. REFUNDS WILL NOT BE RETURNED UNTIL THIS IS COMPLETE; KEYS WILL BE RETURNED AT THIS TIME.