



CLUBHOUSE RESERVATION
FORM & AGREEMENT

Name: _____

Address: _____

Phone: _____

Date and Day of Registration: _____

IS THIS RESERVATION BEING MADE ON BEHALF OF AN OUTSIDE ORGANIZATION OR FOR A
COMMERCIAL USE?* _____ YES _____ NO

*If "yes" the reservation will require approval from the Association Board.

I have read the WOODS EDGE Clubhouse Rules & Regulations for Private Parties and agree to abide by them. I fully understand that any costs incurred or penalties assessed by the WOODS EDGE HOMEOWNERS ASSOCIATION, through the use of these facilities by me and/or my guests shall be first deducted from the deposit, and that any additional balance due shall be paid by me upon presentation of a statement. I will have no more than 90 guests.

I wish to use the clubhouse between the hours of _____ and _____ on _____

Renting Party: _____

DEPOSIT REQUIRED: \$175.00 (Please send individual check)

FEE REQUIRED: \$40.00 (Please send individual check)

PLEASE COMPLETE THE FOLLOWING AT THE END OF YOUR PARTY

The following items must be done at the end of your event:

- All items must be returned to their proper place if moved
- Tables and countertops must be wiped off and clean
- Garbage is to be emptied and put in proper garbage/recycling containers outside of clubhouse
- Carpet is to be vacuumed
- Any dishes used are to be washed and put away
- Make sure appliances (oven, television, fans, etc.) are turned completely off and the oven is clean.
- Ensure restroom is clear of any items on the floor and sink is wiped off
- Should anything get damaged during your event please just let me know, so Pfefferle can be notified
- Make sure all lights are turned off when you leave

ALL CHECKS SHOULD BE MADE PAYABLE TO: **Pfefferle Management**. Please contact our office at 920-730-4284 with any questions regarding your reservation.