



In Rhodes Management, Inc. • 2391 Pontiac Rd • Auburn Hills, MI 48326 • (248) 652-8221 • (248) 652-0662 FAX

**COVENTRY PARKHOMES
CONDOMINIUM ASSOCIATION**
Clubhouse Rental Application

(PLEASE PRINT CLEARLY)

DATE OF REQUEST: ____/____/____

PAYMENT: DATE ____/____/____ **CK#** _____ **\$** _____

PAYMENT: DATE ____/____/____ **CK#** _____ **\$** _____

Balance due two weeks prior to the scheduled event.

I (we), _____, _____
(Please print name(s) of Co-owner & Hosts) *(Phone#)*

hereby request the use of the Coventry clubhouse on: _____ / _____ / _____
Day Date

time from _____:_____ am/pm to _____:_____ am/pm for a total of _____ hours.
Start time End time

NOTE: Reservation times must include set-up and clean-up times. Total allowable time not to exceed 10-hours. Earliest access to set up is 2-hours prior to the event.

The purpose for which the building will be used is:

(Wedding shower, baby shower, birthday party, family reunion, etc.)

How many people will attend the Party? _____

Type of Entertainment planned: _____
(Band, DJ, etc.)

Note: Co-owners will be allowed to rent the Coventry Clubhouse for purely social and entertainment events which include parties, celebrating birthdays, graduations, anniversaries, weddings, religious observances, holidays, sporting contests, etc. **At no time will the Clubhouse be rented for profit-making or retail sales parties or political gatherings and/or fund raisers.**

RENTAL FEES FOR THE CLUBHOUSE

WITHOUT A BAND

Rental Fee: \$300.00

Security Deposit: \$200

WITH A BAND

Rental Fee: \$400.00

Security Deposit: \$200

Rental is \$30 per hour, not to exceed 3 hours of scheduled time.

IMPORTANT: The security deposit will be refunded after inspection of the facility to determine if any damage occurred.

CANCELLATION FEES:

- 7 days' notice prior to the reservation: \$50 non-refundable fee
- 48 days' notice prior to the reservation: \$75 non-refundable fee
- 24 hours' notice prior to the reservation: \$100 non-refundable fee

CLUBHOUSE RENTAL CONDITIONS

- Do not disturb window treatments, windows cannot be covered.
- If damage to the clubhouse exceeds the amount of the security deposit, additional costs will be charged to the co-owner of record.
- Dancing is allowed only on the dance floor, not in carpeted areas.
- Music amplification and/or noise levels exceeding reasonable sound levels that disturb co-owners surrounding the Clubhouse is unacceptable and can result in forfeiture of part of your security deposit.
- Parking of cars by party guests in the lot at the rear of the Clubhouse is strictly prohibited. For large parties where space in the Clubhouse lot is insufficient, guests should be informed that parking is allowed on both sides of Torquay Avenue. *Note: Should your guests park in a restricted area, you may forfeit some or all of your security deposit fee.*
- The rear exit doors of the Clubhouse are locked for security reasons and are to be used as an emergency fire exit only.
- NO HELIUM-FILLED BALLOONS.
- No furniture moved from floor to floor, no furniture on the dance floor.
- The library is not part of the rental space. Guests are not permitted to use the library.
- The renter of Clubhouse is responsible for set up, including but not limited to table and chairs.

Only Coventry residents, who are in good financial standing with the Association, will be allowed to rent the Clubhouse.

A Coventry co-owner may rent the clubhouse on behalf of a non-resident, only if the co-owner accepts full responsibility and must attend the event full time.

Public invitations to events and money-making events are not allowed.

100-person maximum capacity. The number of guests should not exceed the stated amount on the application. Please be as accurate as possible when stating the number of guests on your application.

No for-profit parties, political parties or sales parties.

Nothing should be taped or pinned to walls or woodwork (i.e. balloons, posters etc.).

I (we) the undersigned agree to conform to the rules and regulations adopted by the Coventry ParkHomes Association to govern the Clubhouse and further agree to be financially responsible for any and all damages or stolen articles from the Coventry Clubhouse property which results from our rental.

Please make check payable to Coventry ParkHomes. Return this form along with your check to the Coventry Clubhouse or send it through the mail to In Rhodes Management, 2391 Pontiac Road, Auburn Hills, MI 48326.

Signature of Co-owner: _____

Address: _____

daytime phone#: _____

_____ *For office use only* _____

Security Deposit Received

Rental Fee Received

After Event Inspection completed

Passed

Pass with Conditions

Inspector: _____

Security Deposit Returned in Full

Partially Returned \$ _____

Not Returned

Inspector Notes: