

Putnam Village Condominium Association

RE: Clubhouse Rental Agreement

1. Reservations

- a. The clubhouse is available for full day rental only.
- b. In order to secure a reservation date, the rental fee, security deposit, and a completed and signed contract is due within seven (7) days from the date the reservation is made.
The security deposit check must be written separately from the rental fee check.
- c. All checks must be made payable to: **Putnam Village Condominium Association.**
- d. The clubhouse key will be sent within the same week of the date of reservation and must be returned to AssetPro Management within 24 hours.

2. The Renter agrees to the following responsibilities:

- a. Access to the building is permitted only on the date of the event. Entering the premises before or after the agreed upon date and time will result in the loss of the security deposit.
- b. The clubhouse **must** be cleaned immediately after the scheduled event.
- c. **ALL TRASH MUST BE REMOVED** from the premises – it is not to be left outside of the clubhouse and should be taken to the nearest trash enclosure (trash bags are supplied under the kitchen sink).
- d. Secure all windows and doors and turn off all lights before leaving.
- e. Lock front door and return key.
- f. Any damage incurred during rental will result in the loss of the security deposit.

All rules must be followed. Failure to comply can result in the loss of the security deposit.

3. Prohibitions

- a. No pets are permitted in clubhouse at any time.
- b. No tape, thumbtacks or streamers are allowed on any painted surface or light fixture.
- c. The clubhouse may be reserved and rented only by a Putnam Village Homeowner. The rental contract must be signed by a Putnam Village Homeowner. Tenants may not rent the clubhouse unless sponsored by a current Putnam Village Homeowner.
- d. Smoking is **not** permitted in the clubhouse at any time.
- e. Homeowners **must** be current with all association dues.

4. Pool Usage

The pool is off limits during your use of the clubhouse.

5. Fees

- a. Rental - \$50.00
- b. Security Deposit - \$100.00
- c. Lost Key - \$50.00
- d. Disturbance which results in police arrival - \$200.00
- e. The rental fee will be forfeited if the event is cancelled fewer than thirty (30) days prior to the reserved date.

SIGNATURE: _____ DATE: _____

NAME (PRINT): _____

ADDRESS: _____

TELEPHONE: _____ PURPOSE OF EVENT: _____

DATE OF EVENT: _____

RENTAL: [] DAY (Sun-Sat) - \$50.00

SECURITY DEPOSIT: [] - \$100.00

Please return to:

**Putnam Village Condominium Association
c/o AssetPro Management
215 W. Church Rd., Suite 203
King of Prussia, PA 19406**