



## Putnam Village Condominium Association

### RE: Clubhouse Rental Agreement

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#### 1. Reservations

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

#### 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.

#### 3. Prohibitions

- a. No pets are permitted in clubhouse at any time.
- b. No tape, thumbtacks or streamers are allowed on any 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. Minimum Rental - \$150.00 for 3 hours
- b. \$50.00 for each additional hour
- c. \$50.00 Cleaning Fee
- d. Security Deposit - \$100.00
- e. Lost Key - \$50.00
- f. Disturbance which results in police arrival - \$200.00
- g. The rental fee will be forfeited if the event is cancelled fewer than ten (10) days prior to the reserve date.

**THANK YOU!**



**By signing below, you acknowledge the above referenced Clubhouse Rental Agreement & Clubhouse Rules:**

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME (Please Print):** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**TELEPHONE:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Event Start Time:** \_\_\_\_\_ **Event End Time:** \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Purpose of Event:** \_\_\_\_\_

**Rental Fee's**

**Minimum Rental Fee For 3 Hours: \$150.00  
(Plus \$50.00 for each additional hour).**

**Cleaning Fee: \$50.00**

**Check Enclosed [ ]**

**Security Deposit: \$100.00 - Check enclosed [ ]**

Please return to: **Putnam Village Condominium Association**  
**c/o CAMCO**  
**215 W. Church Rd., Suite 101**  
**King of Prussia, PA 19406**