

CLUBHOUSE RENTAL AGREEMENT

3601 John Hancock Lane, Missouri City, TX 77459

RENTER'S NAME: _____

RENTER'S ADDRESS: _____

RENTER'S EMAIL ADDRESS: _____

RENTER'S PHONE NO.: _____

RENTAL DATE/TIME: _____ a.m./p.m. until _____ a.m./p.m.

PURPOSE OF RENTAL: _____

TOTAL # OF GUESTS (MAXIMUM OF 50): _____

CLUBHOUSE PAYMENT INFORMATION

NOTE: Payment of \$275.00 is due within 14 business days to confirm rental date/time.

Make personal, cashier's checks or money orders payable to Lexington Square Association, Inc.

- 1 Check for the SECURITY DEPOSIT **\$125.00** (REFUNDABLE)
- 1 Check for the RENTAL FEE **\$150.00** (NONREFUNDABLE)

Yes, RENTER plans to clean the Clubhouse, including restroom and grounds, after the rental date/time and acknowledges what is required so the Security Deposit is returned. Lexington Square Association, Inc. (LSA, Inc.) may still use part or all of the Security Deposit if, in the sole judgment of the LSA, Inc., additional cleaning is required.

Note: Renter must provide all cleaning supplies.

OR

No, RENTER does not plan to clean the Clubhouse, including restroom and grounds, after the rental date/time and agrees to let the LSA, Inc. keep the Security Deposit for the purpose of it being used as a Cleaning Fee.

RENTER'S SIGNATURE _____ Date _____

THIS RENTAL CONFIRMED BY: _____ Date _____
BOARD MEMBER'S SIGNATURE

Please submit the signed Clubhouse Rental Agreement, Security Deposit and Rental Fee to the LSA, Inc. by mail at P.O. Box 338, Missouri City, TX 77459. The Clubhouse is NOT reserved until your payment has been received and the Rental Agreement has been confirmed by a Board Member.



AVAILABILITY: Rentals are available on a first come, first served basis. Homeowners will not be able to rent the Clubhouse if their assessment account is delinquent.

GUARANTEES: It is essential the Renter provide the LSA, Inc. the total payment (Clubhouse Rental Fee and Security Deposit as two separate checks) within 14 business days of the date the Clubhouse is held for the Renter. A Board Member will hold the Rental Date/Time for the Renter in Clubhouse Rental Calendar.

LICENSE & INSURANCE: If you will be using a catering and/or entertainment company for your function, the company must be fully insured. An executed copy of the Caterer and/or Entertainment Agreements shall be required no later than 7 days prior to the function.

MAXIMUM OCCUPANCY: 50 people maximum are allowed in the Clubhouse at any given time.

CATERING EQUIPMENT, DECORATIONS: No fuel chafer dishes are allowed. The affixing of anything to the walls, floors or ceiling using nails, staples, tacks or other substances is prohibited. Confetti, bird seed, rice and other such materials are not permitted on the premises.

RENTAL LIABILITY: Damage to the premises will be charged to the Renter at repair or replacement cost as determined by the Board plus a 15% administrative fee.

PREMISES SECURITY: The LSA, Inc. will not assume responsibility for damage or loss of any merchandise or articles left on the premises.

- RENTAL DATE/TIME:** Function must begin promptly, and the premises vacated promptly, at the times scheduled and agreed to in advance with the LSA, Inc. A Board Member will unlock the doors one hour prior to the function. If the Renter is not there at the scheduled time, the rental will be canceled and the rental fee of **\$150.00** will not be refunded.
- RENTAL FEE:** **One Hundred Fifty Dollars (\$150.00)** per rental time.
- SECURITY DEPOSIT:** A **Security Deposit of One Hundred Twenty-Five Dollars (\$125.00)** is required to confirm Clubhouse reservations. The deposit shall be returned no later than 15 business days after the rental date/time.

CLEANING FEE: The Security Deposit will be returned provided the following is completed by the Renter to the LSA, Inc.'s satisfaction. If cleaning is not done, Security Deposit is forfeited:

- All chairs, tables and restroom must be cleaned and sanitized.
- Kitchen, including refrigerator, must be cleaned and sanitized from food and beverage stains.
- Decorations must be removed from the premises.
- All doors/windows closed and locked.
- The grounds around the clubhouse must be free of trash.
- Trash must be removed from the premises.