

LAKES OF BUCKINGHAM CLUBHOUSE AGREEMENT

5909 Port Royal
Fort Wayne, IN 46815

Homeowner's Name _____

Address _____ Lot # _____

Phone # _____

Date needed _____ Time _____ to _____

of people attending _____ Purpose _____

1. There is absolutely no smoking in the Clubhouse.
2. Security deposit of **\$50.00** will be paid. Deposit will be refunded, in full if all terms of the contract have been fulfilled. Any cleaning costs, repair costs, trash removal or any other cost will be deducted from the deposit as determined by the Association.
3. It is agreed that thermostat is set at 70 degrees year-round and cannot be adjusted manually. If you need to have the temperature adjusted you must call TNG during normal business hours M-F at 432.3942.
4. It is agreed that the renter will leave the Clubhouse building and grounds in as good and clean condition as when the Clubhouse was entered; that the renter is responsible for all broken, burning of and missing articles of furniture and furnishings. Renter agrees to remove all food, pans, containers, entertainment equipment, trash, etc., immediately upon the party's completion. Any cost in excess of the security deposit, as determined by the Association committee, shall be assumed by the renter. Renter must furnish all necessary cleaning supplies and trash bags. All trash must be taken off the premises.
5. It is agreed that the renter may not use the contracted premises for any illegal or immoral purposes.
6. It is agreed that the renter may not hold Lakes of Buckingham Association, employees or agents responsible for any accident, loss, or damage incurred by renter and his or her guests.
7. **Pool usage is not included in this agreement.** During regular pool hours, this would infringe on the privacy of other residents and after hours there is no attendant on duty. The pool shall not be used after regular hours.
8. Parking is to be on only one side of the street. Parking is limited, but parking on both sides of the street is prohibited in order to allow emergency vehicles access at all times.
9. Renter must have control of his or her party at all times. If for any reason the police are called to the premises, the renter's security deposit will be forfeited.
10. Party size is limited to 41. Pets are forbidden at any Clubhouse activities.
11. No industry, trade and other commercial or religious activity, educational or otherwise, designed for profit, altruism or otherwise, shall be conducted, practiced or permitted on the real estate.
12. **Premises must be vacated no later than 11:00 p.m.**
13. Security deposits to be returned will be mailed back to you after the condition of the Clubhouse has been reviewed.

14. Alcoholic beverages are permitted, but may not be served to anyone under 21 years of age. The renter will be responsible for any abuse of this privilege.
15. Violation of Items 1, 6,8,9,10,11, and/or 15 will result in forfeiture of the entire deposit and loss of Clubhouse rental privileges.
16. In respect to residents living near the Clubhouse, please be aware of party noise levels. Please keep amplified music low.
17. It is agreed the renter must not hang anything from the ceiling fan or ceiling lights such as streamers, balloons, etc.
18. You may need to supply your own toilet paper. It is filled during the summer months however since there is less traffic in the winter months, it may run low.

*. Homeowner's Signature: _____ Date: _____

******Deposit must be received five (5) days prior to confirmation of your event. Please mail checks to: Lakes of Buckingham, 10214 Chestnut Plaza Dr #220, Fort Wayne, IN 46845******

**** Please call the office, 260.432.3942 during normal business hours, M-F, 9 am-4 pm to report any problems/issues that may occur. Thank you for your cooperation.

FOR OFFICE USE ONLY:

Rental Deposit Paid:

- Date received _____
- Cash: _____
- Check: _____ Chk # _____
- Money Order: _____ M/O # _____
- Refund Date _____ Chk # _____

Clubhouse Rental Checklist

Lakes of Buckingham

Kitchen:

- ☐ **Refrigerator** – The refrigerator must be cleaned out before you leave. Leave on.
- ☐ **Sink** – The sink must be cleaned and dried.
- ☐ **Floor** – Cleaned and the rug vacuumed. Vacuum cleaner supplied.

Restrooms:

- ☐ The sinks, toilets, urinal and mirrors must be thoroughly cleaned and the floor swept.
- ☐ **Trash** - The waste paper baskets must be emptied and replaced with NEW bag.
You may have to supply the bag.

Floors:

- ☐ All carpet floors are to be vacuumed.
- ☐ All spills need to be cleaned up.
- ☐ All floors cleaned and dry.

Misc:

- ☐ **Ceiling Fan** needs to be turned off.
- ☐ **All lights** need to be turned off.

☐ **Garbage:**

Please take ALL garbage with you when you leave, there is not trash pick-up at the Clubhouse.

- ☐ **LOCK ALL DOORS** when you leave.

The Clubhouse must be cleaned up the same day that you rent it. This will ensure that it will be ready for another party to use it the next day.

WE WILL check the clubhouse before your deposit check can be issued to you.
ANY cleaning, trash removal or damages will be deducted from your deposit.

THANK YOU!