

**VILLAGE TOWNHOMES, INC.**  
**RULES AND INFORMATION FOR CLUBHOUSE RENTAL**

*(Note: Dates are not guaranteed until we receive a signed application and checks)*

1. No smoking in the building.
2. Unlock all three doors.
3. Do not put anything on the stove other than cookware.
4. No children in the kitchen (stove is very hot even when not in use).
5. Music must be turned down at 10:00 P.M.
6. Doors must be closed by 10:00 P.M.

You may forfeit your \$200.00 deposit if police are called or the Association receives complaints from the neighbors or you lose the clubhouse key.

Our carpet cleaning service charges are \$179.00. If the carpet is excessively dirty we will use the \$179.00 of your deposit to have it cleaned.

When cleaning up remember to:

1. Remove all decorations including tape, etc.
2. Empty trash and place bags on the patio.
3. If you use the playground and park make sure all trash is picked up.
4. Vacuum carpet (the vacuum is located in the kitchen closet).
5. Use only water and a damp cloth to clean dance floor.
6. Check the restrooms for trash.
7. Turn off lights.
8. Lock the bottom lock.

**You need to leave the clubhouse, restrooms, playground, park and patio as clean as you found them.**

Keys must be returned no later than Tuesday of the following week. You may call the office during regular working hours to get the results of the inspection.

**Clubhouse Rental Fees:**

1. To rent the clubhouse from 12:00 noon to 5:00 P.M. the fee is \$50.00
2. To rent the clubhouse from 5:00 P.M. to 12:00 A.M. the fee is \$75.00
3. To rent the clubhouse for a full day the fee is \$125.00
4. You must send in a deposit (refundable) of \$200.00
5. You must have two separate checks, one for rental and one for deposit made out to:  
**Village Townhomes, Inc.**

Received Clubhouse Key \_\_\_\_\_ 1 2 3 4 (please circle one)  
(Signature)

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I have read the rules and agree that my party attendees and I shall abide by them. I agree that no one shall conduct any private or personal business, or promotions. I agree that the clubhouse shall be closed, locked and in release condition, as prescribed in the rules, by the designated time. If there is no other party that day arrangements can be made to extend the release condition time to 10:00 A.M. the following day.

I guarantee, by virtue of this agreement, I shall be fully responsible for any and all actions or damage to the property that may result.

I agree that failure to observe the rules can result in the immediate ending of the party and loss of deposit.

I understand that my full deposit or any portion thereof may be returned by mail. Deposits are only refundable after a Board Member or Office Persons inspects the premises. I understand a portion or all of my deposit can be withheld for damages, unlocked doors, smoking in the building, excessively dirty carpet, etc. I agree that the Board of Directors will be the sole judge of any damages.

\_\_\_\_\_ Ph.# \_\_\_\_\_ Date of Rental: \_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_ Ph.# \_\_\_\_\_ Date of Rental: \_\_\_\_\_  
Tenant Signature (if applicable)

*Please mail this page with your checks (Deposit and Rental Fee) to:  
Village Townhomes, Inc  
9635 Cornwall Drive, Huntington Beach, CA 92646  
(or you may drop in the mail slot located on the front of the clubhouse)*

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I have received from \_\_\_\_\_ (a homeowner or tenant in good standing) a non-refundable rent fee of \_\_\_\_\_ and a refundable \$200.00 deposit to reserve the clubhouse for use on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_

A pre-party facility inspection has been conducted with the above person

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Date of pre-party inspection

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Association Representative

\_\_\_\_\_  
Date of post-party inspection

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**CLUBHOUSE RENTAL WALK-THRU LIST**

**Keys can only be given to the person who will be locking up.**

1. Tables and chairs
2. How to use the music
3. Emergency numbers in the music cabinet
4. Vacuum/sweep/mop
5. Fire/stove extinguisher
6. Kitchen fan ON if using stove or oven
7. Three trash bags
8. Cleaning supplies
9. Shut and lock all three doors when leaving

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Homeowner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

DATE OF INSPECTION \_\_\_\_\_

SIGNATURE OF INSPECTOR \_\_\_\_\_