

Instructions

Return the completed application, along with the deposit of \$450.00 for additional rental fees, damages, and set-up fee. The deposit must be paid by the resident only and will be posted to the resident's account. The hourly charge will be deducted from the \$450.00 deposit upon completion of the event with the remaining amount to be refunded to the lessee. If the lessee leaves the property unclean or disorderly, or if any property is damaged, GGCA will retain the appropriate remaining amount of the deposit. Checks should be made payable to **Griffin Gate Community Association** or **GGCA**. Please send checks to:

1470 Sugar Maple Lane

Lexington, KY 40511

The lease contract and deposit are required for the reservation to be made and confirmed.

The rules and regulations included in this packet should be retained for referral.

Notification of the event, along with pertinent information, is to be given to Laura Howlett, clubhouse attendant, who is to be in attendance. Laura is responsible for verifying attendance, insuring that the Clubhouse cleanup and security policies are followed and answering any questions that might arise. Laura may be contacted at (859) 233-7346. Please **call** between 6:30 and 9:30, Tuesday- Friday.

RULES, REGULATIONS, AND REQUIREMENTS

Hours

The Griffin Gate Clubhouse is available for rental during the following hours:

Sunday-Thursday	8:00 a.m.-10:00 p.m.
Friday	8:00 a.m.-5:00 p.m.
Saturday	8:00 a.m.-12:00 a.m.

Rentable Areas

1. For the Lessee's caterer only, the Griffin Gate Clubhouse rental area includes the indoor warming kitchen.
2. Due to Health Department regulations, the following areas are not included in the rental areas and are off limits to the Lessee, his/her guests, and employees:
 - a. The Cabana Kitchen
 - b. Manager's Offices
 - c. Exercise room
3. The rental area of the Griffin Gate Clubhouse grounds includes only the rear patio area located between the tennis courts and swimming pool.
4. The tennis courts and swimming pool are not included in the rental area and are off limits to Lessee, his/her guests, and employees.

Caterer/Lessee Policy Conditions

1. The maximum number of persons allowed to occupy the Clubhouse during the lease term for a sit-down dinner shall be 100. The maximum number of persons allowed to occupy the Clubhouse for a stand-up reception shall be 200.
2. Lessor warrants the Clubhouse shall be clean and ready for occupancy by Lessee at the beginning of the lease term.
3. Any food or beverage (including ice) prepared or served on the premises must be provided by the Lessee at his/her own expense.
4. If food or beverage is prepared or served on the premises, the Lessee must employ at his/her own expense a licensed, professional caterer for the purpose. The only exception to this rule shall be when residents provide their own food. Anyone providing food service in the Clubhouse must be

able to provide proof of liability and workers' compensation insurance, as well current Health Department licensing.

5. No casseroles or chafing dishes may be placed on any surface except on a folding table.
6. Nothing shall be attached to walls, fixtures, or furnishings.
7. Caterer/Lessee is responsible for proper bagging, fastening, and removal of all trash throughout the end of the reservation. Large trash bags are provided by the Lessor for this purpose. All trash is to be placed in these bags and tied shut before being carried out and placed inside the Herbie containers, in the outside enclosure in the parking lot.
8. Lessee should wipe all tables, countertops, sinks, stoves, and refrigerators thoroughly.
9. The caterer/Lessee is responsible for making a final check in the presence of the Association Representative before the premises are vacated. Omission of the checklist will result in the Lessee's assumption of all liability and repair cost involved, should a problem be discovered after vacating premises.
10. The Lessee is responsible for resetting furniture, cleaning floor surfaces, and bathrooms, unless furniture was moved by Lessor.
11. The Griffin Gate Clubhouse closes at 12:00 midnight for guest departure and 1:00 a.m. for service personnel.
12. Failure of caterers, Lessee, or guests to vacate premises as specified, will result in automatic "overtime" charges.
13. No popcorn, rice, bird seed, or flower petals may be thrown on Griffin Gate Clubhouse premises.
14. One adult chaperon is required in the room at all times for every ten minors congregated. College groups must be chaperoned by four (4) faculty/parent adults.
15. Lessee and Association Representative are responsible for final housing check after the event using the Clubhouse checklist. This is for your protection.

Parking

1. If there are to be more than thirty (30) persons in attendance at any function, all persons are required to park in the Griffin Gate Plaza parking lot.

Deliveries

1. Deliveries will be accepted on pre-arranged notice.
2. Deliveries are only accepted at the front doors of the Clubhouse.

Decorations and Accessories

1. Flowers, flower containers, and all other decorations must be provided by the Lessee at his/her own expense.

Music

1. Dancing is only permitted in the bar area or on a proper dance floor placed over the carpeted area to be used for dancing. Lessee must provide at his/her own expense.
2. All music must be stopped no later than 11:00 p.m.
3. Music must be kept at a reasonable level. If two (2) or more complaints are received and the noise level is not corrected, the event will be terminated and the premises cleared of all guests. The Lessee will then forfeit the damage deposit.

Fire Hazards

1. Fire regulations require that the guest occupancy not exceed the maximum number of 200 persons in the Clubhouse.
2. Tall candles may be used only on the mantle in the Great Room and only glass-contained votive candles may be used at any folding tables used for dining.
3. The entire Clubhouse is designated a **NON-SMOKING AREA**. Lessees are requested to ask their guests to refrain from smoking.

Linens

1. The association **does not** furnish linens. The Lessee will need to rent them elsewhere.

Furnishings

1. The furniture and decorative objects in the Clubhouse may not be moved about within a room or from one room to another without permission of the Association Representative. Furniture can be moved for the Lessee by the Association Representative for a fee of \$50.00.

Official Association Representative

1. An official Association Employee representing the Lessor shall attend all events.
2. The Lessee and any person permitted on the premises by the Lessee during the event, or in preparation for the event, must comply with all stipulations and directives communicated by the Association Representative.
3. Lessee must complete a final housing check with the Association Representative at the end of the function using an official Clubhouse checklist. Failure to so do will result in loss of damage deposit.

Claims and Damages

1. If the premises or contents of the Clubhouse and grounds are damaged in any part by an act of negligence of the Lessee, or of any person permitted on the premises by the Lessee during the event or in preparation for the event, the Lessor shall require the Lessee to reimburse the Lessor for such sums as shall be necessary to restore the said premises or contents to their original condition, including replacement.
2. In the event any suit or action is brought by the Lessor to collect for fees, deposits, surcharges, or any other charges, or to enforce any provision of this contract, the Lessee agrees to pay to the Lessor, in addition to any amounts recoverable, its reasonable attorneys' fees and court costs.
3. The Lessor assumes no responsibility whatsoever for any property placed in the Clubhouse or grounds by the Lessee or any person permitted on the premises by the Lessee during the event or in preparation for the event.
4. The Lessee agrees to indemnify and hold harmless the Lessor from any and all liabilities, costs, and expenses which may be charged against or incurred by the Lessee by reason of any personal injury or property damage suffered or claimed to have been suffered in any way from any accident or occurrences arising from the use or occupancy of the Clubhouse and grounds.

LESSEE:

Be sure that you have read and understand all of the items stated above. You will be held responsible for all items at the time of your function. If you have any questions regarding any of the above stated items, please be sure to contact Association Management PRIOR to your function. Failure to comply with all above stated items will result in the loss of the damage deposit.

Griffin Gate Community Association

Clubhouse Contract

Date: _____ Event Date: _____

Name of Resident _____

Address _____ Telephone: _____

Name /telephone of Other Responsible Parties if applicable _____

Deposit: \$450.00 Cash / Check # _____

Usage Rates: See Categories

Private Family: Birthday, Anniversary, Reunion, Etc.

Attendees: 1-50 \$100.00 51-100 \$200.00

Social: Charitable, Civic Service, Sports, Non-profit Groups.

Attendees: 1-25 \$100.00 26-50 \$200.00 51-100 \$400.00

Member Wedding Receptions

Attendees: 1-50 \$250.00 51-100 \$500.00

Additional Fees: \$25.00 per hour

\$50.00 per half hour

Clubhouse set-up/Coordination

Time over 1:00am

Required presence of Event Coordinator

Guests: Arrival Time: _____ Departure Time: _____

Lessee, by affixing his/her signature to the Clubhouse Lease Agreement, warrants that he/she is a property owner at Griffin Gate Community Association and he/she will be in attendance at this function at the stated date and for the duration of the function. In addition, Lessee warrants that he/she understands all rules, regulations and cost requirements as set forth in the above and the attached sheets and agrees to adhere to such.

- Member(s) sponsoring the social event must be present for the event.

Lessee Name _____ Date _____

Lessor Name _____ Date _____