



**FEES**

	Room Rental	<input type="checkbox"/> Check box if no fee for rental
<i>(Manager approval)</i>	Equipment Rental	
<i>(Manager approval)</i>	Other	
	Refundable Deposit	
	<b>Total Amount Due</b>	

Payment Type:  Check                       Cash                       Credit Card

Credit Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_                      CSV Number: \_\_\_\_\_

**Resident's Responsibilities & Privileges**

This agreement is subject to prior commitment and availability of the room being reserved. The Sun Lakes HOA#1 resident or event sponsor who signs this agreement ("Responsible party") must check in at the Administrative Services desk, or, if after hours a Community Services staff member ("SL Employee") prior to the event. **The responsible party must attend the event in its entirety, and is responsible for the condition of the room and SLHOA1 property.**

Guests of responsible party must stay in the event area and not wander throughout the clubhouse or outside. Young children using restrooms must be escorted to and from the event by an adult. The responsible party must ensure that only invited guests are in attendance. For parties in excess of 75 guests, the responsible party may be required to hire an association patrol officer at the prevailing rate (subject to management discretion).

The Association's private club liquor license permits the sale of and consumption of alcoholic beverages for members and guests only and prevents the consumption of alcohol brought onto the premises by an outside party. Liquor consumption must be approved prior to the event and coordinated by the Catering Coordinator. **NO OUTSIDE FOOD OR DRINKS ALLOWED.** ALL CATERING RELATED RESERVATIONS INCLUDING; MENU ORDER, FINAL GUEST COUNT, AND FULL CATERING + LINEN PAYMENT ARE REQUIRED TO BE SUBMITTED NO LESS THAN SEVEN (7) BUSINESS DAYS PRIOR TO THE DATE OF THE EVENT. ANY REQUEST MADE LESS THAN SEVEN (7) BUSINESS DAYS PRIOR TO THE EVENT WILL BE SUBJECT TO AVAILABILITY OF STAFF AND PRODUCT OR POSSIBLE CANCELLATION. LATE REQUESTS MAY INCUR ADDITIONAL CHARGES. IT IS THE RESPONSIBILITY OF THE CLIENT TO ENSURE THAT THIS INFORMATION IS COMMUNICATED WITH THE EVENTS STAFF BY THE DUE DATE. ALL PERISHABLE ITEMS MAY STAY OUT FOR A MAXIMUM OF 90 MINUTES PER INDUSTRY SAFETY GUIDELINES. **ANY FOOD LEFTOVER ON A BUFFET, PLATED MEAL, OR PACKAGED MENU IS THE PROPERTY OF SLHOA #1. SUN LAKES COUNTRY CLUB DOES NOT PROVIDE ANY TYPE OF TO-GO CONTAINERS DUE TO FOODBORNE ILLNESS LIABILITY. IT IS THE RESPONSIBILITY OF THE CLIENT TO COMMUNICATE THIS POLICY TO EVENT GUESTS.**

At the conclusion of the event, the room should be returned to its original state. All table covers should be removed and all garbage placed in trash cans provided. Please notify the front desk if there are any spills on the flooring or carpet that need attention. The refundable deposit will be refunded within a reasonable period of time following the event after an inspection of the room has been completed. If it is determined that damage to the room or contents of the room have been sustained or the amount of damages exceed the amount of the deposit, responsible party will be billed for the difference.

Lighted candles in open containers are not permitted (by order of the Sun Lakes Fire Department). Other items not permitted are glitter, confetti, sparkles, etc.

Room use fees and additional hours are rated as stated on the Board approved rate sheet. Association approval is required if event time is requested after normal closing hours. No event will be allowed to go past midnight.

PAYMENT OF FEES: Room rental fees and deposits for special events must be paid at the time of booking. See Approved Room Rates for specific details regarding fees and deposit.

CANCELLATIONS: In the event of a cancellation all deposits with the exception of the Room Rental Deposit (does not include the Room Rental Fee) are **non-refundable**. All cancellations must be done in WRITING. If cancellation is less than 14 days prior to your event date, client is liable for 100% of all anticipated charges including room fees, food and beverage costs. If cancellation is over 14 days from your event date, client is liable for 30% of all anticipated costs. For catering, seminar or event assistance, please contact our Event Coordinator Sharon Dorsey at (480) 895-9270, Ext. 123, or email sdorsey@slhoa1.com.

LIABILITY WAIVER: By hosting, sponsoring, or attending any scheduled event, all homeowners, event sponsors, and event attendees voluntarily assume full responsibility and liability for any and all injuries, accidents, or incidents that may occur, including but not limited to those resulting in serious injury or death. This waiver is specific to any activity related to the event, such as the setup, use, or movement of tables, chairs, or other objects in the reserved area or in common spaces (e.g., restrooms, clubhouse, walkways, etc.). The association, its management, and affiliated entities shall not be held liable for any claims, damages, or losses arising from participation in or presence at the event.

**Signature:** \_\_\_\_\_

\_\_\_\_\_

Sun Lakes HOA#1 Resident / Date

**Initials:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contract Data Verification**

Events Coordinator

Food & Beverage Manager

Admin Services Manager

Facilities Maintenance Manager