

**MEADOWS OF WILDWOOD
CLUBHOUSE EVENT AGREEMENT**

This completed form and a security deposit of \$200.00 in the form of a check made payable to the Meadows of Wildwood Homeowners Association must be received by CMA within three business days of initial reservation and a minimum of seven days before the event.

Homeowner Host: _____

Address: _____ Phone: _____

Type of Event: _____

Date of Event: _____ Event time: _____ AM/PM to _____ AM/PM

Set-up time/notes: _____

Approximate Number of Guests: _____

Alcoholic beverages will ___ /will not ___ be available.

Kitchen cooking equipment will ___ /will not ___ be used.

There will ___ /will not ___ be any unusual entertainment such as a live band, etc. If so, it is described as:

THE CLUBHOUSE IS A RECREATIONAL CENTER DEDICATED TO THE EXCLUSIVE USE OF THE OWNERS.

ABSOLUTELY NO SMOKING IS ALLOWED IN THE CLUBHOUSE.

ALL PERSONS CONSUMING ALCOHOLIC BEVERAGES MUST BE 21 YEARS OF AGE OR OLDER.

Space on the parking lot is limited. **THE DRIVEWAY LEADING TO THE CLUBHOUSE MUST BE KEPT OPEN AS A FIRE LANE.** Parking on the grass is prohibited. Parking is allowed on one side of the street only.

The homeowner must be present at the event. The actions of all persons in attendance shall be the responsibility of the owner signing this agreement. **THE HOMEOWNER IS RESPONSIBLE FOR EVERYONE IN ATTENDANCE.**

The Clubhouse must be completely vacated by **1:00AM**. Parties must be ended by **12:00AM**. Outside speakers must be turned off by 10:00PM and excessive noise levels should be controlled so as not to disturb the neighborhood.

The \$200.00 security deposit will be refunded within one week of the reserved date provided the conditions of the Maintenance Agreement have all been satisfied. The clubhouse must be cleaned immediately following your event. If it is an evening function, the clubhouse must be cleaned by 7:00AM the next day. An inspection will be performed after each event to determine the condition of the premises. Anyone concerned about the reported condition should make arrangements to be present during the inspection. If the conditions are not met, an appropriate portion of the deposit will be withheld to pay a commercial cleaning company for their services.

Meadows of Wildwood Clubhouse Maintenance Agreement

This checklist will serve as the mandatory maintenance agreement to ensure your full refund of deposit. Items not completed will be corrected and deducted from your deposit accordingly.

1. Refrigerator, freezer and microwave emptied of all personal items and wiped clean. Oven spills must be removed. Instructions for use of kitchen appliances are posted in the kitchen.
2. All personal items (including decorations) must be removed. Decorations may not be taped, tacked or pinned on walls, ceilings or fixtures.
3. Counter tops and all tables must be wiped clean. Use coasters or napkins on all furniture at all times.
4. Coffee Urns must be cleaned and re-assembled.
5. Do not move or rearrange furniture without permission, otherwise your deposit will be forfeited.
6. The thermostat is covered and should not be adjusted.
7. Turn off all lights.
8. Lock all windows and doors when leaving
9. Fire extinguisher Location:
10. Clubhouse MUST be completely vacated by 1:00A.M. Parties are requested to end by 12 midnight.
11. Clubhouse will be inspected the day following the event.
12. The Homeowner Host must be present at all times during the rental period.
13. The Homeowner must take full responsibility for guests' behavior, keeping noise levels under control so that surrounding residents are not disturbed.
14. Clubhouse may not be rented for or by a person(s) other than a Homeowner.
15. No commercial activities, which are advertised publicly, are allowed; no fee may be charged any guest for any reason.
16. No pets are permitted inside the Clubhouse.
17. Portable or (other) dance floors are not permitted.
18. No sparkles, glitter, rice, confetti, silly-string or anything else of like kind may be used on the interior as well as exterior of Clubhouse grounds. Failure to comply will result in the forfeiture of your security deposit.
19. Fire Safety Rule during function dictates the entrance door and rear patio door remain unlocked.
20. Catered Equipment/Supplies/Extra Folding Table/Chairs must be removed immediately after function. Failure to comply will result in a deduction from your security deposit.
21. Provide trash bags for removal of all trash; secure trash bags tightly and place in totes on patio.
22. Stains not able to be removed will result in a deduction from your security deposit.

I have read the above conditions, the conditions of the enclosed Maintenance Agreement and the enclosed guidelines for functions at the Meadows of Wildwood Homeowners Association Clubhouse. I agree to abide by all of them. I further agree that I will be liable for any and all damages incurred to the Clubhouse including all fixtures and personal property and that any damage not paid by me shall constitute a lien on my property. I agree that I shall be responsible for any and all injury to myself, my guests or the property.

OWNER SIGNATURE

DATE

Please return form to CMA, INC.
14323 S. Outer Forty Road #301N
Chesterfield, MO 63017 or fax to (314)878-2773