



## Homestead Court Club Community Room Rental Fees and Guidelines

Room Renter	Function Type	Number of Guests Permitted	Food and Beverage Permitted?	Time Allotment	Rental Fee
Homestead Owners Association Meeting	Meeting	60	No	2 hours or less	\$50
Homestead Owners or Club members	Meeting	60	No	2 hours or less	\$75
Homestead Owners or Club members	Private Party	20 or less	Yes	4 hours or less	\$100
Homestead Owners or Club members	Private Party	20-40	Yes	4 hours or less	\$150
Homestead Owners or Club members	Private Party	40-60	Yes	4 hours or less	\$200
Non-members	Private Party/Meeting	20 or less	Yes	4 hours or less	\$150
Non-members	Private Party/Meeting	20-40	Yes	4 hours or less	\$200
Non-members	Private Party/Meeting	40-60	Yes	4 hours or less	\$250

### RENTAL GUIDELINES:

1. All room reservations must be made directly with Kim Gauron in advance of the rental date.
2. The Homestead Community Room is the **ONLY** space in the Clubhouse/grounds available for rental for a private party, meeting, etc. **No other club facilities, including the pool, may be used in conjunction with the room rental.**
3. A \$200.00 deposit fee, in the form of a check, is required for all parties. Room inspection shall take place immediately following function, if Homestead staff member is available, or on the next business day if not. Deposit will be refunded only after inspection.
4. Renters are responsible for **COMPLETE CLEAN-UP** of the room. This is not included in the rental fee. Please ask for the Room Rental Check Out Sheet.
5. Any decorations must be pre-approved.
6. Tables may be re-arranged, as long as they are returned to their original position prior to departure.
7. Renters are responsible for bringing all their own equipment, linens, flatware, flowers, cooking/serving equipment, plates, glasses, cups, etc., and to remove all items immediately after the party.
8. **All functions must end at least 30 minutes prior to Club closing at 10:00pm.**
9. No kitchen facilities are provided.
10. Vacuum cleaner, refrigerator and/or grill privileges may be provided, with prior arrangement.



## Homestead Community Room Reservation Form

DATE \_\_\_\_\_

DATE OF FUNCTION \_\_\_\_\_

TIME OF FUNCTION \_\_\_\_\_

NAME \_\_\_\_\_ GROUP \_\_\_\_\_

NUMBER OF PEOPLE IN GROUP \_\_\_\_\_

PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

TYPE OF FUNCTION \_\_\_\_\_

RATE \_\_\_\_\_ Date Paid \_\_\_\_\_

DEPOSIT \_\_\_\_\_ Date Paid \_\_\_\_\_

REFUNDED \_\_\_\_\_ Date Refunded \_\_\_\_\_

METHOD OF PAYMENT(rent) \_\_\_\_\_ (deposit) \_\_\_\_\_

ACCT # \_\_\_\_\_

CREDIT CARD NUMBER \_\_\_\_\_

EXPIRATION DATE \_\_\_\_\_

CHECK # \_\_\_\_\_ AMOUNT \_\_\_\_\_

I have read and understand the Homestead Court Club Community Room Rental Guidelines, and I agree to abide by them.

\_\_\_\_\_  
Responsible Party

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homestead Management

\_\_\_\_\_  
Date

# HOMESTEAD

## HOMESTEAD ROOM RENTAL CHECKOUT SHEET

Name of Renting Party: \_\_\_\_\_ Signature: \_\_\_\_\_  
Date & Time of Rental: \_\_\_\_\_ Phone Number: \_\_\_\_\_

A \$200 deposit has been required for use of the Homestead Community Room. All or part of the deposit will be returned to you or your organization based on the condition of the room after your use. Homestead Staff will conduct a room inspection after your use and will determine if the room needs any cleaning or repairs, if so the amount will be deducted from your deposit.

Initial box when completed



### TABLES & CHAIRS

All tables and chairs need to be wiped down.



### TRASH

Please take out the trash. The dumpster is located on your right, as you leave the building. There are extra garbage bags in the bottom of the garbage can.



### KITCHEN AREA

The counters must be wiped down and the refrigerator must be empty and clean.



### CARPET

Please make sure that there is nothing visible on the carpet. If you need to use a vacuum, please ask the front desk for assistance.



### DECORATIONS

Please do not use thumbtacks or nails to hang decorations. All decorations must be properly removed. Please make sure that all tape, string, or other decorations are removed from the chairs and walls.

\*Please return this form to the front desk when you are ready for your room inspection