

## **CLUBHOUSE RENTAL APPLICATION CHECKLIST**

- Did you complete pages 2 and 7?
- Did you include your homeowner's insurance certificate naming Morgandale Condominium Association and Associa Mid-Atlantic, 1015 Forty Foot Road, Lansdale, PA 19446, as additional insureds?
- If you are having alcohol at your function and/or you are a non-owner, did you include the Host Liquor Liability Coverage in the amount of \$1,000,000, naming Morgandale Condominium Association and Associa Mid-Atlantic, 1015 Forty Foot Road, Lansdale, PA 19446, as additional insureds?
- Did you include a check, described on page 3, payable to Morgandale Condominium Association?

EVENT DAY \_\_\_\_\_

EVENT DATE \_\_\_\_\_

EVENT TIME \_\_\_\_\_

**MORGANDALE CONDOMINIUM ASSOCIATION**

**APPLICATION FOR RENTAL OF EDWARDIAN CLUBHOUSE**

Please check one ~

Morgandale Owner\* ( )    Non-Owner ( )\*\*    ALCOHOL SERVED: Yes \_\_\_    No \_\_\_

\*Condominium assessment fees must be current to reserve and use the Clubhouse, which includes all penalty and interest fees.

\*\*Non-Owners cannot reserve the Clubhouse more than six months before the event date.

APPLICANT NAME: \_\_\_\_\_

APPLICANT ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PHONE NUMBER(S): \_\_\_\_\_

TYPE OF EVENT: \_\_\_\_\_

ATTENDANCE #: \_\_\_\_\_ (NO MORE THAN 110 PERSONS PER FIRE MARSHALL--NO EXCEPTIONS)

The completed application, appropriate insurance certificate, and check in the appropriate amount as described on page 3, must be mailed or delivered to the Management Office, Morgandale Condominium Association at 1015 Forty Foot Road, Lansdale, PA 19446, within ten (10) days of the date of your initial inquiry to confirm your rental. Morgandale Condominium Association's Council has the right to deny any application, in its sole discretion.

The Applicant agrees to the following terms and conditions regarding the above application for rental:

**Rental Fee:**

<b>OWNER</b>	<b>NON-OWNER</b>
<input type="checkbox"/> \$185 – Friday, Saturday, Sunday & holidays	<input type="checkbox"/> \$300 – Friday, Saturday, Sunday & holidays
<input type="checkbox"/> \$100 – Monday through Thursday	<input type="checkbox"/> \$200 – Monday through Thursday

Check payable to Morgandale Condominium Association. Cash will not be accepted. **The rental check, security deposit check, and insurance must be in the same name of the Applicant and submitted all together.**

**Security Deposit:**

A security deposit check in the amount of \$150.00 payable to Morgandale Condominium Association is due at the time Applicant picks up the key at the Management Office. Cash is not acceptable. Applicants for weekend and Monday parties must pick up the key the Friday before the event, no later than 5:00 P.M. Only the Applicant may pick up the key. The key must be returned through the door slot at the Management Office at the end of the event.

**Insurance Requirements ~ Check One:**

- For Owner:** The Applicant must obtain and provide a copy of a liability insurance certificate naming Morgandale Condominium Association and Associa Mid-Atlantic as **additional insured**. If alcohol is to be served, the policy must have Host Liquor Liability Coverage or Special Events Coverage including coverage for alcohol in the amount of \$1,000,000. The Applicant must be at least 21 years of age and must remain on the Clubhouse premises at all times during the function. Underage drinking (under 21) is strictly prohibited at all times.
  
- For Non-Owner:** The Applicant must obtain and provide a copy of a liability insurance certificate naming Morgandale Condominium Association and Associa Mid-Atlantic as **additional insured**. The policy must have Host Liquor Liability Coverage or Special Events Coverage including coverage for alcohol in the amount of \$1,000,000, regardless if alcohol is served or not. The Applicant must be at least 21 years of age and must remain on the Clubhouse premises at all times during the function. Underage drinking (under 21) is strictly prohibited at all times.

**Clubhouse Rules and Regulations:**

1. Use of the Clubhouse is for the social and business functions (at the discretion of Morgandale Condominium Association). The Clubhouse cannot be rented for business profit purposes. The basement and second level area of the Clubhouse are off limits to residents and guests. Rental of the Clubhouse does not include the use of the swimming pool or grounds around the Clubhouse. The parking lot must only be used for vehicles.

2. Use of the Clubhouse is limited to those times reserved per page 1. Decorations, supplies, gifts, etc. cannot be dropped off in Clubhouse prior to the rental day, unless authorized by Management.
3. No inflatables, tents, grills, balloons, signs, streamers, or other decorations are permitted outside of the Clubhouse, or at the entrances. No tacks, scotch tape, pins, etc. may be used on the walls, woodwork, ceilings or furniture. No confetti is permitted inside or outside of the Clubhouse.
4. The living and middle room furniture is to remain intact and may not be moved.
5. The meeting room furniture (oak tables and chairs) can be moved; however, furniture must be carried and not dragged or pulled on the floor when being moved.
6. Smoking is prohibited inside the Clubhouse.
7. If the pool table is used as a buffet table, please use the tabletop cover stored in the little closet in the pool table room. Please bring a table cloth and a sufficient number of hot plates to ensure protection of the pool table and tabletop cover.
8. Pets are not allowed inside the Clubhouse and may not be tethered outside of the Clubhouse.
9. Guests are to park only in the Clubhouse parking lot and in the cut outs on Morgandale Drive. No parking is allowed in the court lots.
10. Do not use any refrigerated items that are marked with a person's name.
11. Do not sit on any of the radiator covers, particularly in the pool table room.
12. Do not move the bar, that is in the corner of the large room, more than a few inches. Moving the bar causes the floor to be scratched.
13. The home theater equipment is not to be operated by children without proper adult supervision.
14. Due to the fire alarm system, smoke and dry-ice machines are not permitted. The Fire Department will be called if the alarm is triggered.

### **Clean Up:**

The Applicant is responsible for the clean up after the event, as described below, by 2:00 a.m. the following morning of the event. Management or the Staff will inspect the Clubhouse to see that it has been properly cleaned.

Please use the following checklist:

- Gather and dispose of all trash in dumpster, located inside stucco trash enclosure on the far side of the garage. Applicant must provide trash bags.
- Clean all the tables, countertops and kitchen appliances used.
- Use only a broom or dry mop when cleaning unless there are liquid spills, which must then be wet mopped.
- Make sure all appliances are unplugged and the oven is turned off.
- If you operate the electric fireplace, make sure the remote is returned to the mantle above fireplace before leaving the building, and the fireplace is off.
- Secure all windows and doors and turn off all lights before leaving. In cold weather months, turn the heat to 68 degrees after usage. While running the air conditioning system, keep all doors and windows closed. Turn off the air conditioning system before leaving and leave remote on window sill.
- Rental equipment and rental furniture must be immediately removed after all events, in addition to all personal property of the Applicant and Applicant's guests. The Association is not responsible for any property of the Applicant that is left after an event.

### **Security Deposit Refund:**

If everything is satisfactory in the sole discretion of the Morgandale Condominium Association, the voided security deposit check will be returned by mail to the Applicant within 10 days of the key being returned. If the Clubhouse or other facilities are damaged or left in a dirty condition after the function, the Condominium Association may, without prejudice to any other remedy, use or apply the whole or any part of the security deposit, to the extent necessary to repair such damage or clean up the facilities. Any infraction or violation of this agreement may result in the immediate forfeiture of the Applicant's entire security deposit, without prejudice to any other remedy.

The security deposit also may be withheld if:

1. There is any type of written complaint from nearby residents in reference to excessive noise beyond 11:00 p.m.
2. There is a complaint to the police department.
3. Keys are lost and all locks and keys must be replaced.
4. The fire or security alarm is falsely activated.
5. Use of the Clubhouse is extended beyond the rental period.

**Cancellations:**

A refund of \$60.00 will be issued in case of cancellation, provided written notification of cancellation is received 60 days prior to the rental date.

**Assumption of Risk:**

As a condition for the rental and use of the Clubhouse, the Applicant agrees to accept and use the Clubhouse and related facilities AT HIS OR HER OWN RISK. Applicant agrees to release, indemnify, and hold harmless the Morgandale Condominium Association, Inc., Associa MidAtlantic and their respective agents, servants, and employees, from and against any and all suits, actions, damages, claims, and liability expenses (including court costs and reasonable attorneys' fees) in connection with the loss of life, bodily, or personal injury or property damage suffered, or claimed to have been suffered, by Applicant, Applicant's guests, invitees, permittees, or any other person or persons, arising from or out of any occurrence, or use by Applicant, or Applicant's guests, invitees, permittees, or any other person or persons, of the facilities or any part thereof.

The Applicant agrees to be responsible for any theft or damage to the Clubhouse or its furniture, home theater system, pool table, fireplace, air conditioners, any kitchen components or any item in the Clubhouse occurring during the rental period, over and above the amount of the security deposit. The Morgandale Condominium Association reserves the right to determine the extent and cost of repairing any damage. Applicant's liability for damage or clean up is not limited to the amount of the security deposit or rental fee.

AS APPLICANT FOR RENTAL OF THE CLUBHOUSE AND RELATED FACILITIES, I UNDERSTAND AND PROMISE TO COMPLY WITH THE ABOVE MENTIONED PROCEDURES AND I INTEND TO BE LEGALLY BOUND HEREBY.

APPLICANT SIGNATURE: _____
PRINT NAME: _____
ADDRESS: _____
HOME PHONE: _____ WORK PHONE: _____
DATE: _____

**FOR OFFICE USE ONLY**

<b>DATE REC'D</b> _____	<b>CHECK REC'D</b> _____
<b>INSURANCE REC'D</b> _____	<b>WEB SITE POSTING</b> _____
<b>SEC. DEP. REC'D</b> _____	<b>KEY REC'D &amp; COLOR</b> _____
<b>SEC. DEP. RETURNED</b> _____	<b>KEY RETURNED</b> _____