

AGREEMENT TO RENT THE R.H.L.L.O.A. CLUBHOUSE

I, _____, being a Member in Good Standing of Robin Hood Lakes, have permission to rent the Clubhouse on

Date: _____,

Time: from _____ am to _____ pm

(Must be between the hours of 10 am and 8 pm with a (5 hour max time limit unless Board Approval is obtained)

and that the event must end at the stated time above and ready for inspection by an RHL Representative.

Member's RHL Address: _____

Member's Phone Number: _____

Member's Email: _____

I understand that I will be responsible for my guests and their behavior while they are on Association Property. I will pay for any damages that occur from this event. I will leave things as I found them – clean and neat. I will discard of any garbage accordingly either at my residence or pay \$25 Fee to use the Clubhouse dumpster.

Member's Signature: _____ Date: _____

Print Name: _____

Renter's Signature: _____ Date: _____

Print Name: _____

Director's/Receptionist's Signature: _____

CLUBHOUSE USAGE STRUCTURE

- ✓ *The checks for the following fees are to be submitted with this Form at time of booking by Member: (Checks to be made payable to R.H.L.L.O.A.)*

Clubhouse Rental.....\$100.00,

*Plus Two Deposit Checks....(1) \$60.00 Cleaning is needed afterwards
(2) \$25.00 If Dumpster is used.*

Note: If Clubhouse is cleaned properly and inspected by Closing Director, then (1) deposit check is returned to Member.

If garbage/trash is NOT put in RHL dumpster and is removed from clubhouse, then (2) deposit check is returned to Member.

Check(s) to be returned will be mailed to the Member's Address or can be picked up at the RHL office on the next Saturday during business hours.

- ✓ *Member MUST be in good standing and must be 21 years or older to book the Clubhouse.*

- ✓ *R.H.L.L.O.A. reserves the right to refuse the use of the Clubhouse at their discretion. Should a Member be denied usage by R.H.L.L.O.A., all deposits will be returned !*

R.H.L.L.O.A. Office Number: **(570) 629-3717**

Office House: **Wednesdays and Saturdays 9:00 a.m. to 3:00 p.m.**

R.H.L.L.O.A. CLUBHOUSE RULES

1. **Alcohol:** Attached Addendum **MUST** be completed and signed by Member and Renter.
2. **Smoking:** **No SMOKING** inside the Building.
3. **Occupancy:** **No** more than 75 people in Clubhouse.
4. **Kitchen Use:** Members may use the Microwave, Stove/Range and Refrigerator.
5. **Parking:** Do not block doors, driveways or roadways.
6. **Noise:** Noise levels must not cause an annoyance to other Members in R.H.L.
7. **Profanity:** Strictly Prohibited.
8. **Pets:** Pets are NOT ALLOWED ON ASSOCIATION BEACH AREA.
9. **Trash:** All garbage must be bagged and removed off the premises by person signing the Agreement, either put in dumpster (Deposit Check Paid) or taken home by Owner.
10. **Lights:** All lights are to be turned out before leaving the Clubhouse.
11. **Appliances:** Must be turned off or unplugged (except the refrigerator) before leaving Clubhouse.
12. **Clean-up:** All tables, chairs, countertops and appliances will be wiped clean, and floors swept before leaving the Clubhouse.
13. **Unattended Children:** Will NOT be permitted at any time.
14. **All requests for Clubhouse usage MUST be approved by the R.H.L.L.O.A. Office. This Agreement and Addendum MUST be signed by a Member in Good Standing and the Renter.**
15. **Security:** All doors, windows and shutters must be locked and secured before leaving Clubhouse.
16. **Hall Hours:** All private parties are only allowed between the hours of 10:00 a.m. and 8:00 p.m. With a (5) hour maximum time limit (Unless Board approval is obtained). **The hours shown on this Application MUST BE KEPT. CLUBHOUSE MUST BE CLOSED ON TIME.**
17. **Fires:** Fires of any kind are NOT PERMITTED.
18. **Bouncy Houses:** No Bouncy Houses/Pits; Trampolines or Inflatable Slides or any such things are allowed in R.H.L.L.O.A property.

19: All R.H.L.L.O.A. RULES AND REGULATIONS MUST BE FOLLOWED (copy attached). The Member signing agreement is responsible for their guests' actions and behavior.

Alcohol Addendum to Facilities Rental Agreement with Indemnification Clause

Will alcohol be served at your event? _____ Yes _____ No

Number of Attendees: _____

Hours that alcohol will be served: _____

If alcohol will be served at your event, this Alcohol Addendum to Facilities Rental Agreement must be executed.

Addendum

This Alcohol Addendum is entered into between Robin Hood Lakes ("RHL") and _____ hereinafter referred to as "Lessee," for the purpose of setting forth the terms and conditions under which the Lessee shall be allowed to serve alcohol at the event and shall become a part of and be incorporated into that certain Facilities Rental Agreement entered into by the parties contemporaneous herewith.

The use of alcoholic beverages may occur only in strict compliance with Pennsylvania state, county, local regulations, and RHL policies and procedures and may only be served with food. All events relating to the use of alcohol shall comply with applicable local, state, and/or federal laws.

The maximum length of any bar service for any event is 5 hours with all bar service ceasing 30 minutes prior to the scheduled conclusion of an event.

Any event at which alcohol is served requires an additional fee. For an event at which alcohol is served, an additional security deposit of \$50 will be charged to the Lessee. This fee is in addition to fees agreed upon in the Facilities Rental Agreement.

Consumption of alcohol during an event without both it being pre-approved by RHL and this addendum signed and delivered three (3) weeks prior to the event will result in the forfeiture of deposit and possible early closure of the event.

If using a designated third party to serve alcohol, a named representative of the sponsoring third party must be 21 years of age and be present during the entire event. A copy of the representative's driver's license must be provided at least one (1) week prior to the event. The third party must possess the appropriate local, state, and /or federal license(s)/permit(s). The third party will provide a copy of license(s)/permit(s) and the number of expected guests one (1) week prior to event.

If the Lessee has indicated above that alcohol will be served during the event, the Lessee must obtain Host Liquor Liability Insurance coverage or Special Event Liability Insurance in the name of the Lessee and naming RHL as an additional insured, with policy limits of not less than \$1,000,000.00 per single occurrence. At least three weeks prior to the event, Lessee must provide evidence of such coverage to RHL in the form of a certificate of insurance, along with a copy of such policy of insurance. In addition, if a commercial caterer is serving alcohol at the event, the caterer shall be required to provide dram shop

insurance to the maximum coverage limit allowed by law and RHL shall be provided a certificate of insurance, along with a copy of such policy of insurance, naming RHL as an additional insured. If the Lessee fails to acquire the appropriate insurance coverage prior to the event and there is alcohol present on the property the day of the event, the event will be shut down immediately and no refunds will be granted of any rental fee or deposit.

The Lessee or the third party is responsible for purchasing, securing, and removing all alcohol from the facility at the conclusion of the event.

Cash bars are not permitted. Any alcohol provided to attendees must truly be free. In other words, the provision of alcohol cannot be predicated upon the purchase of a meal, an admission ticket, donation, payment of any other fee, etc.

The Lessee is responsible for securing valid proof of legal drinking age of all guests consuming alcoholic beverages. No one under the age of twenty-one (21) will be served alcoholic beverages at any event.

Any guest providing alcohol to a minor (under the age 21) will be required to leave the grounds immediately. Beverages containing alcohol are not allowed to leave the premises and must stay inside the building. No drinking of alcohol is permitted during clean-up. Any violation of alcohol use policies may result in the immediate closure of event.

Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the entire deposit and the termination of the event. Otherwise, this deposit will be refunded in accordance with the Robin Hood Lakes Facilities Rental Policy (Appendix I to Facilities Rental Agreement).

Service and consumption of alcoholic beverages is restricted to the specified location as stipulated in the Request for Facilities Rental form. Alcohol may not be consumed in restrooms or parking lots and may only be served and consumed during hours listed on the rental agreement.

Any advertisement concerning the sale or service of alcohol shall not contain any information which would suggest that the alcohol is being served or sold by RHL.

This agreement is immediately terminated if alcoholic beverages are served that are not in accord with all applicable policies, procedures, and laws. RHL personnel will immediately close the event.

Indemnification. Lessee shall indemnify, defend and hold RHL, its directors, officers, employees, volunteers and agents, harmless of and from any cost, claims, demands, liability, suits, causes of action, damages or judgments (including but not limited to reasonable attorney's fees and costs of investigation and defense) which in any way arise out of, are related to, resulting from or occurring during Lessee's use of RHL's Facilities.

I have read the above and agree to abide by the provisions of this Alcohol Addendum.

Renter's Signature: _____ Date: _____

Print Name: _____

Homeowner's Signature: _____ Date: _____

Print Name: _____