

# BendersLanding E s t a t e s

## **Banquet Room Rental Agreement**

The Benders Landing Estates clubhouse banquet room is available for rental by residents of **Benders Landing and Benders Landing Estates** that are in good standing with the Association. The Benders Landing Estates POA Board of Directors has adopted the following rules governing the rental and use of the banquet room.

Date of Event: \_\_\_\_\_ Estimated Number of Guests: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Set Up Time \_\_\_\_\_ Event Time \_\_\_\_\_ Clean Up Time \_\_\_\_\_

### **Schedule of Fees:**

Banquet Room Charge: \$250.00 for up to 150 people = \_\_\_\_\_

Clean-up Fee: \$75.00 = 75.00

Deposit Charge: \$250.00 = \_\_\_\_\_

Security\*: \$30/hr x \_\_\_\_ hrs x \_\_\_\_ guard(s) = \_\_\_\_\_

Clubhouse Attendant\*: \$25/hr x \_\_\_\_ hrs = \_\_\_\_\_

Table Linens (optional): \$20/per table x \_\_\_\_ tables = \_\_\_\_\_

**Total:** = \_\_\_\_\_

### **Property Owner Fee Acknowledgment:**

Printed Name: \_\_\_\_\_

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

\*Security is required for any event that has alcohol present. Security is only provided by DBU Security and will be coordinated by clubhouse management. There is a 4 hour minimum charge on each security guard.

\*Clubhouse attendant charge will be for any hours past normal clubhouse attendant hours: M-F 9 am to 5 pm; Saturday 11 am to 5 pm, Sunday – no attendant.

**\*\*Please allow plenty of time for set up and clean up. The scheduling of an attendant is based on your contract. If your party goes over schedule you understand that you will forfeit your entire deposit.**

### **General Rules of Banquet Room Rentals:**

- 1) **Members renting the clubhouse must be present during the entire rental function.**
- 2) **Rental of the Banquet Room includes:** the large banquet room and adjacent kitchen and covered patio area. The rental does not include the children's room, fitness room or the reception area of the clubhouse. All party guests must remain in the banquet room/patio areas and not be disruptive to others.
- 3) **Non-Refundable charges include:** banquet room, clean-up, security and clubhouse attendant and table linen fees.
- 4) **Refundable charges include:** deposit fee (provided there is not additional damage).
- 5) **Clubhouse attendants** must be present during all set up, clean up and party events. Any overage of hours outside of normal clubhouse hours will be at a cost of \$25 per hour to be paid by member and included with the rental fee check. The attendant hours are Monday through Friday from 9 am to 5 pm; Saturday 11 am to 5 pm; and Sunday – no attendant.
- 6) **Deposit** will be returned within 7 business days of the rental, provided there is no damage to the clubhouse or grounds. Based on damage, additional security fees or other unforeseen expenses caused by the actions of the member's party guests, deposit fee is returned at sole discretion of clubhouse management. *\*If damages exceed the \$250.00 deposit, then member is responsible for the additional expense.*
- 7) **Trash:** Member is responsible for the removal of all trash (disposed of properly in the dumpster located to the side of the clubhouse) and the proper storage of all extra tables and chairs used, prior to the member leaving the facility after the event.
- 8) **Conduct:** Member must abide by all laws enacted by the State of Texas and Montgomery County for reasonable conduct expected of all residents and their guests at the clubhouse, to include the surrounding grounds and within the community. ***\*If law enforcement is contacted by residents within the Community regarding excessive noise levels from the function, the function will be discontinued and all rental deposits will be forfeited for this function.***
- 9) **No pets** of any kind are allowed in the clubhouse or on the clubhouse grounds at any time.
- 10) **Access:** All food and party supplies must be brought in through pool side gate and back door of the kitchen. The clubhouse attendant will unlock gate and back door.
- 11) **No glitter, confetti, rice, etc. may be used.** Bird seed will only be permitted at wedding receptions if used outside and swept up and removed.
- 12) **No candles –** with exception of birthday candles.
- 13) **Table Linens:** The rental of table linens is an optional service. The rental fee per tablecloth is \$20. This includes the rental and cleaning of each tablecloth. If any tablecloths are damaged, there is a \$40 replacement charge per tablecloth that will be deducted from the member's deposit.
- 14) **Furniture and Supplies:** Member will be responsible for the security of any furniture or supplies. In the event these items are lost, stolen or misplaced, the member will forfeit their rental deposit. Should the deposit not be sufficient to replace the items, the member will be responsible for the cost of replacement of the items.

- 15) **Midnight Deadline:** All functions must vacate the clubhouse property no later than **12:00 A.M. (Midnight)**. **ANY FUNCTION EXCEEDING THE MIDNIGHT DEADLINE WITHOUT PRIOR APPROVAL WILL FORFEIT THE DEPOSIT AND WILL BE ESCORTED OUT BY SECURITY.**
- 16) **Pool:** If party involves the use of the pool, clubhouse management will contact the pool company to schedule lifeguards for the party. **There will be no access to the pool area from the clubhouse unless the pool company has been contracted for your party. NO WET BATHING SUITS OR TOWELS ARE PERMITTED IN THE CLUBHOUSE AT ANY TIME.** Charges for lifeguards will be quoted at time of rental.
- 17) **Hold Harmless:** Member agrees to indemnify and hold the Association, its agents, employees, officers and directors harmless from and against any and all injuries, losses and/or damages sustained by any person, whether associated with the Member or not, arising directly or indirectly out of or related to the Member's use of the Clubhouse, including any claims based upon the alleged negligence of Association, its agents, employees, officers or directors.
- 18) **Cancellation Policy:** Member must cancel **7 (seven) calendar days prior to the event to receive full refund. Failure to do so will result in member forfeiting banquet room charge of \$150 or \$250.**

**I hereby fully agree to abide by the terms set forth in this banquet room rental agreement:**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name (print): \_\_\_\_\_ Date of Event: \_\_\_\_\_

Address: \_\_\_\_\_ Resident of: BL or BLE (circle one)

City, Zip Code: \_\_\_\_\_

Return refundable deposit money to address above: YES or NO

If no, provide return address: \_\_\_\_\_

Primary Phone #: \_\_\_\_\_ Secondary Phone #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Alcohol: YES or NO

Security: YES or NO

Pool Rental: YES or NO

Contracted w/pool company: YES or NO

**Office Use Only:**

Attendant assigned to party: \_\_\_\_\_

Attendant overtime hours: \_\_\_\_\_

Courtesy call by party attendant prior to event (date): \_\_\_\_\_

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Courtesy call after event by clubhouse supervisor (date): \_\_\_\_\_

\_\_\_\_\_

Additional Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Return deposit approval: YES or NO

Notes: \_\_\_\_\_

Authorized by: \_\_\_\_\_