



# WOODHAWK CLUB HOMEOWNERS' ASSOCIATION, INC.

## PARTY ROOM RENTAL CONTRACT

### 1. Rental Costs

- \$175.00 for all parties.
- A \$150.00 security deposit is required for all parties. To claim your deposit, schedule a walkthrough after the event. Please ensure your checks are dated at least one day prior to the event.
- Make checks payable to: Woodhawk Club Master Association
- BOOKING your Party: See page 3

### 2. Eligibility

- Only Condominium Unit Owners and Tenants may reserve the Woodhawk Club Party Room. (If a tenant desires the use of the room, the Unit Owner must sign this form and is responsible for any damage.)

### 3. Restrictions

- Gatherings for personal gain or the collection of funds/materials, including charitable and political, are prohibited.
- Lewd/obscene behavior or activities offensive to minors are prohibited.
- Noise must be reduced to an acceptable level if a resident complains.

### 4. Alcohol Policy

- Alcohol is prohibited unless a police officer is present, per Ohio State Law. The officer must be from the City of Mayfield Heights Police Department, at the renter's expense, and attend 30 minutes before and after the party.

### 5. Reservations

- The party room is rented on a first-come, first-serve basis and is not reserved until the rental fee, security deposit, and signed contract are received by the Management Company.

### 6. Walk-Thru

- The renter may conduct a pre-party walk-thru, and a follow-up will occur after the party.

### 7. Cleaning & Condition

- Party room must be left as it was rented; all cleaning, trash disposal, and restrooms cleaning are the renter's responsibility. Repair costs exceeding the security deposit will be billed to the Unit Owner.

### 8. Furniture

- No moving of furniture between levels.

### 9. Party Room Limits

- Activity confined to the party room; guests are not permitted on the lower level or staircases. The swimming pool and tennis courts are off-limits.

### 10. Food/Beverages

- Allowed only inside the party room; food trucks must be coordinated with Carlyle Management, with insurance documentation.
- At no time are party guests allowed on the staircase or lower-level facilities. The lower level will remain open to Woodhawk Club residents wishing to use the facilities during the party.

The swimming pool and tennis courts are considered part of the lower-level facilities and are not part of the rental.

**11.Kitchen Facilities**

- Used for minor prep only; no red or grape drinks allowed to avoid carpet stains.

**12.Decorations**

- No open flames, rice/confetti, or helium balloons. \$50 deducted from security deposit if balloons are present, with a \$150 fee if balloons reach the ceiling.

**13. Attendance & Timing**

- Maximum 75 people; all parties end and cleanup completed by midnight.

**14.Payment**

- Rental fee of \$175 and security deposit of \$150 by separate checks, payable to Woodhawk Club Homeowners Association, delivered to the Property Management Office 30 days prior to the event.

**15. Security Deposit**

- Not cashed; destroyed if no damage occurs.

**16.Account Status**

- All association fees must be current to rent the party room.

**17.No Smoking**

- Clubhouse Party Room is non-smoking.

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**Agreement**

I HAVE READ THE ABOVE RULES AND REGULATIONS FOR THE RENTAL OF THE WOODHAWK CLUB PARTY ROOM AND AGREE TO ABIDE BY THEM.

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

TELEPHONE: \_\_\_\_\_ Email \_\_\_\_\_

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

DAY/DATE OF PARTY: \_\_\_\_\_ APPROXIMATE NO. OF GUESTS: \_\_\_\_\_

\$175.00 RENTAL CHECK #: \_\_\_\_\_ \$150.00 SECURITY DEP. CHECK #: \_\_\_\_\_

HOURS OF PARTY: \_\_\_\_\_

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

CONDOMINIUM UNIT OWNER SIGNATURE: X \_\_\_\_\_ Date \_\_\_\_\_

TENANT SIGNATURE: X \_\_\_\_\_ Date \_\_\_\_\_

## CHECK PARTY ROOM AVAILABILITY

We have streamlined the process for booking the Clubhouse! Here is the process of Booking a party room>

Now, you can reserve time slots through [Calendly](https://calendly.com/woodhawk-clubhouse/woodhawk-clubhouse), which makes the whole process simple and efficient. The link to book is <https://calendly.com/woodhawk-clubhouse/woodhawk-clubhouse> , and each booking block is set for 4 hours. If you need more time, feel free to add an additional block by clicking the Calendly link again. After making your booking, please email a signed copy of your rental agreement to me.

Alternatively, you can drop off the agreement along with your deposit and payment checks at the office at 202 Quail Roost Dr. If the property manager is not there, you can leave your sealed envelope in the mail slot on the door.

### **Party Room Reservation Cancellation Policy**

Cancellations must be made through **Calendly** and require **written confirmation from the property manager** at least **one week prior to the event date** in order to receive a full refund.

**Deposits** for party room rentals will be refunded after the final walkthrough with the property manager is completed and the space is found to be as clean and undamaged as it was prior to the event.

Please note: an initial walkthrough with the property manager is also required before the event.

Diagram of Clubhouse Party Room

