

Darby Estates Condominium Owners Association

Clubhouse Common Area Reservation Form

Date of Event _____ **Date Reserved** _____ **Number of Guests** _____

Host Name _____ **Bldg/Unit #** _____

Phone # _____ **Alt. Phone #** _____ **Start Time** _____

End Time _____ **Type of Event** _____

Mailing and E-mail addresses _____

Area(s) Reserved **Kitchen** **Great Room** **Entry Area** **Fireplace Area** **Patio**

Gas Barbeque (Note: The barbecue must be moved to the west edge of the patio during use and cold down. It must be returned to the north wall outside the Great Room after it has cooled and the cover is replaced. It may only be reserved during the warmer weather months (usually late April to mid_October).

Conference Room (Note: The conference room can only be used for meetings and no eating is permitted in the conference room).

Refundable Cleaning and Damage Deposit: \$100.00 check due at the time the reservation is made and signed.

Deposit received **yes** **no. Date received** _____

(If name on check is different from event host, enter the complete name and address listed on the check here:

Note: If Deposit is not received when reservation form is signed the event cannot be held. The Refundable Cleaning and Damage Deposit of \$100.00 is required. If Darby Estates staff must do any cleaning after the event, the rate of \$50.00 per hour will be charged and deducted from the deposit. There is a (1) hour minimum fee for staff cleaning. If any damages are discovered, the host will be charged the cost of repair or replacement. If costs exceed the \$100.00 deposit, an itemized statement reflecting the charges will be sent to the host.

Note: The Clubhouse may only be reserved until 10 p.m. when Darby Quiet Time begins. There will only be one event scheduled per day.

Will Alcohol be served or available during the Event? **yes** **no** **If yes, has a permit been acquired?** **yes** **no** **Permit #:** _____

Note: If alcohol is to be present in the Clubhouse, a Washington State Alcohol Banquet permit is required and be visibly posted. The Event Host is responsible for all attendees at their event and must be present at all times. Please give a copy of the Permit to the Office Staff for Darby files as well. City of Bellingham Municipal Code 10.08.070.

I _____, the Event Host, agree to be in attendance during the complete time of this event I am scheduling. My signature indicates that I have read the following and I understand that I am responsible for:

- 1) All actions and /or damages by my guests;
- 2) All supplies needed for use during my event and for bringing and removing any unused supplies;
- 3) All areas used being cleaned, swept and mopped afterward and;
- 4) All the trash being deposited into a dumpster at the end of the event;
- 5) All bathrooms must be cleaned and the trash emptied.

SIGNED _____

Notes:

- 1) The Clubhouse is for the use of all residents and is not for any event at which a Darby resident is not in attendance.
- 2) Also your rental does not prohibit other residents from using other parts of the clubhouse during your event.
- 3) It cannot be rented for more than one event per any given day or evening.
- 4) During Christmas Holidays the decorations are there for all residents to enjoy and have been put up by a committee of our residents for the enjoyment of all. Please respect this committee's work and don't alter it.
- 5) If any furniture is moved, it must be returned to its original position.

Did Cleaning Staff need to do any further cleaning after the event: yes no

If yes, time reported: _____ hour(s) X \$50.00 = \$_____ (1 hour minimum).

A separate check will be requested if less than \$150.00 and the deposit check will be returned after receiving the cleaning and damage check.

Date deposit returned: _____ Amount Returned _____ Returned by _____