**Application and Fee Schedule for use of the Somerset Village Clubhouse**

Date of Application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**PLEASE NOTE: Please note: All events & cleanup must be completed** by 10:00PM

***General Instructions****: Complete and submit application with rental fee and deposit. You must appear before the Board of Directors meeting on the 2nd Monday of the month for approval and be a member in good standing with the Association. All checks must be payable to:* ***Somerset Village Homeowners Association, Inc****.*

*Rentals are allowed to Somerset homeowners only who remain totally responsible for the safety of all the clubhouse property.*

Homeowner: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Lot #:\_\_\_\_\_\_\_\_\_\_

Telephone Numbers:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time in\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Time out \_\_\_\_\_\_\_\_\_\_\_\_

Facilities required (**please circle**) Main room (with kitchen) Small room (Library)

Description of Event in detail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will you be using an outside catering service? (**please circle**)\*\*\* Yes No

 NUMBER OF ATTENDEES:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Maximum number of people : 125**

**ROOM RENTAL MAIN ROOM (with kitchen) SM. RM. DEPOSIT SET-UP CLEAN-UP**

Somerset Homeowner **$250.00** OR **$50.00** + **$250.00** By HO By HO

**\*\*\*Note:** If an outside catering service is used, a current copy of their Certificate of Insurance with Workers Comp. included, must be provided to the Somerset office within seven (7) business days of the date of this application or risk losing the opportunity to rent the facility. Acceptance of this application is contingent upon receipt of a Certificate of Insurance.

Rental of rooms ***does not*** include use of the Pool, Jacuzzi, Tennis Courts, Shuffleboard/Bocce Courts, Game Room or Library. Deposits are contingency funds against additional costs to the Club for extra cleaning, repair, damage or “false alarms”. If your garbage does not fit in the dumpster, there will be an additional charge to cover a special pick up. If no extra costs are incurred, deposit will be refunded. The acceptance of a "deposit" by the Association shall not be deemed to limit the liability of the user for actual cost of damage incurred. Clean-up means clean-up to levels acceptable to the Association. Rental Fee and Deposit are payable in advance. Clean ups completed by 10:00 pm.

(See page 2)

As the homeowner requesting this facility, I (We) accept complete responsibility for complying with rules and regulations as may be imposed by the Somerset Village Homeowners Association Board of Directors. I understand if I choose to use an outside catering service that I must present a current copy of their Certificate of Insurance, including Workers Comp., to the Somerset office **within seven (7) business days** of the date of this application or risk losing the opportunity to use the facility.

**Signature(s):** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IMPORTANT**

1. No group, organization or person shall be permitted the use of our P/A system, DVD/VCR or piano without the prior approval of the Board of Directors.
2. Parking is not allowed in the Fire Lanes for the Somerset Clubhouse, driveways or grass

 areas.

1. Subject to Fire Code Regulations, Main Room occupancy is **125 for parties** and **250 for meetings**.
2. Small room occupancy is **30** people.
3. Any Somerset homeowner found renting the Clubhouse facility for a non-Somerset function, without Board approval, shall be fined $250.00.
4. Emergency meetings at the Board's request take precedence over scheduled functions. Every effort will be made to avoid conflict of scheduled use dates.
5. No candles, fireworks, pyrotechnics may be used at any time.
6. Nothing may be hung from the ceiling or fans without permission from the Board.

9. Security cameras may not be blocked or obstructed in any way.

(see attached sheet with **additional Room Rental Policies**)

**Homeowner acknowledged:**

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

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Received: Date \_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Fee\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check #\_\_\_\_\_\_\_\_\_

 Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_Deposit\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Check *#\_\_\_\_\_\_\_\_\_*

Total rental fee & deposit \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Board of Directors Action** (Approval or Disapproval)

By:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Amount of funds returned \_\_\_\_\_\_\_\_\_\_\_ To whom \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SV HOA/02.17

***PLEASE OBSERVE THE FOLLOWING ADDITIONAL ROOM RENTAL* *POLICIES FOR THE SOMERSET CLUBHOUSE:***

\*A/C will be set at a temperature determined by the Association

\*All doors must remain closed in order for A/C to work properly.

\*Front and rear entry doors may not be propped open or otherwise held open in any way for any reason at any time. If items are being delivered for the event, someone may hold the door open until all items are inside. After this, the door is to remain locked at all times. If guests are arriving, someone must be posted at the door to open the door for them.

\*Set up in advance of event is at your own risk. The room is being rented for a specific period of time on the date requested. Locked storage for your items cannot be provided, and the Association is unable to prevent residents with a key from accessing the room prior to your gathering.

\*Clubhouse hours must be observed: **Clubhouse opens at 7 a.m.** and **closes at** **10:00 p.m**. Alarm system is armed prior to 7 a.m. and after 10:00 p.m. **You** will be **responsible for any charges** to the Association for “false alarms”.

\*Applicant and/or their guests may not park in or otherwise block the Fire Lane in front of the clubhouse ***at any time***. If you must unload items from your vehicle, please park on the left (grass) side of the driveway and move the vehicle as soon as you are finished.

\*Please note the clubhouse P.A./speaker system is not available for use.

\*The Association does not provide cleaning items/products for clean-up.

\*Garbage from the party should be left in the dumpster outside the kitchen door.

***Failure to observe any of the policies noted above may result in the forfeiture of the security deposit***

updated 11/16 SVHOA