

Montebella & Bella Ridge Homeowners Association

Montebella Clubhouse Rental Contract

Please read & complete the following contract. It is your responsibility as the Lessee to understand all rental rules & guidelines outlined in this contract. If you have any questions about anything outlined in this contract, contact the Association Manager.

INFORMATION – PLEASE PRINT - LEESEE MUST BE A RESIDENT/HOMEOWNER OF MONTEBELLA /BELLA RIDGE

Name _____ Home Phone _____
Address _____ Cell Phone _____
Email Address _____

RENTAL INFORMATION

Date of Rental _____

All clubhouse rentals must begin (including setup) no earlier than 8am and end by 11pm and vacate no later than midnight for clean up purposes.

Time of Event: _____ to _____ Set up time: _____

Type of function _____ Expected # Attending _____

RESERVATION AND DEPOSIT POLICY

To reserve the facility, Lessee must submit the following at least 3 weeks prior to the event:

- **Completed rental form**
- **Rental & Cleaning Fee check _____**
- **Refundable deposit check in the amount of \$250**

The deposit check will be voided if rooms are restored to original condition, no violation of the rules has occurred, no complaints about the event have been received. Lessees Montebella/Bella Ridge Association account must also be in good standing to rent facility. No refund will be forthcoming if the event is canceled unless it is canceled at least 2 weeks in advance. Refunds are at the committee members discretion.

RENTAL PAYMENTS

Rental Fee is \$375 (4 hour event) Rental Fee is \$750 (full day event 8am - 11pm)

Deposit \$250 (refundable) Cleaning Fee \$175 (non-refundable)

Mail or drop off this completed form, along with **rental fee, deposit, and cleaning fee** payable to:

Montebella Homeowners Association
C/O SECooper 6014 N 9 HWY Ste B
Parkville, Mo 64152

The clubhouse will be unlocked by a Clubhouse Committee member at the time set up has been requested.

EXTRA CHAIRS AND TABLES

The following tables and chairs are available in the closet for renters of the facility to use:

- # ____ of folding chairs
- # ____ of tables

CLEAN UP PROCEDURES

Lessee understands and assumes the following cleaning responsibilities before the rental is completed (no later than 12am):

- All personal items (food, furniture, etc.) must be removed from the premises.
- All decorations must be removed. Please do not use tape/nails/tacks on the walls to prevent damage.
- All garbage must be disposed of and removed from the premises. There are trash cans outside to utilize.
- If furniture is moved around, then it must be put back in its original location

INDEMNIFICATION OF HOMEOWNERS ASSOCIATION

Lessee shall indemnify and save the Montebella/Bella Ridge Homeowners Association harmless from and against any and all loss, damage and liability occasioned by, growing out of, or arising or resulting from any default on the part of Lessee hereunder, or any negligent act on the part of Lessee, his agents, contractors, invitees or guests, including reasonable attorney's fees and expenses.

ACKNOWLEDGEMENT OF CONTRACT

I have read and understand the Rental Contract and agree to the terms.

SIGNATURE _____

DATE _____

FOR OFFICE USE ONLY

Rental Contract

Date Received _____

Rental Fee Payment

Date Paid _____ How Paid _____ Check # _____ Amount Paid _____

Deposit Payment

Date Paid _____ How Paid _____ Check # _____ Amount Paid _____

Montebella/Bella Ridge Association Dues Status _____ Good Standing

RENTAL RULES – Lessee should keep this copy of the rental rules for their records and not submit with completed contract

1. The Lessee must be a Montebella/Bella Ridge resident/homeowner, 21 years of age or older and must be on site during the entire rental function. Any function for those younger than 21 years old must have adult supervision (one parent for every 6 persons under 21 years old). Lessees are not allowed to rent the facility and then not attend/supervise the function. The lessee must be in good standing with earlier association dues.
2. The Lessee is financially responsible for any and all damage to the clubhouse and surrounding area during the rental period.
3. The Lessee may not use any decorations/tape that will cause damage to the walls, wood, floor, or windows or any other part of the club. **Silly string and confetti are strictly prohibited.**
4. Lessee must return all furnishings to the positions originally found prior to the start of the rental.
5. The Lessee must supply any additional tables, chairs, etc. that may be needed and are not on the premise. All additional equipment must be delivered and removed during the rental period unless other arrangements are made with the Community Clubhouse Committee.
6. In compliance with the City of Riverside Noise Ordinance, all rentals are required to play any music in moderation so that it does not disturb area residents. If noise complaints are made, the Montebella/Bella Ridge Community Association reserves the right to terminate Lessee's contract without refund of rental payment.
7. Private parties must obtain a liquor license from the City of Riverside, MO. A copy of the final liquor licence must be provided no less than 24 hrs prior to the event. If any alcoholic beverages are to be served at the rental, the Lessee assumes full responsibility for all individuals connected to the rental. The Lessee must obey all state alcohol regulations and is responsible for fines should those laws be violated. The Lessee assumes responsibility that no one under the age of 21 can be served or consume alcoholic beverages; no one who is intoxicated can be served alcoholic beverages; any intoxicated guest must not be permitted to drive home when leaving their function.
8. Parking must be in the parking lot or designated parking only. No vehicles shall remain in the parking area more than 2hrs after the event has ended. Vehicles are subject to towing at the car owners expense.
9. All clubhouse rentals must begin (including setup) no earlier than 8am and end by 11pm.
10. The interior and exterior space of the clubhouse is a smoke free facility. No tobacco or vapor products may be used at anytime.
11. Pets are not permitted in the facility.
12. The clubhouse is the property of your Home Owners Association and should be treated as such.
13. ***Rental of clubhouse does not include pool usage.** No Pool Rental, No member or the public, nor a member of the Association may rent the pool or its surrounding facilities. Under no circumstances shall any Association wide or Private event exclude members in good standings from use of the pool during regularly schedule days and times for events.
14. Events may not exceed the maximum capacity established by the Riverside Fire Marshall ___ # of adults and ___ # of children under 18.
15. No rental of any service for any electronic access to any form of media shall be made during a term of rental, including but not limited to pay-for view events or similar.
16. Any deviation or violation of the rental contract can result in your deposit being withheld.