



CLUBHOUSE RENTAL APPLICATION

MASTERSON STATION NEIGHBORHOOD ASSOCIATION, Inc.
328 Masterson Station Drive
Lexington, KY 40511
Phone: 859 246 0911
E-mail: clubhouse rentals@mastersonstation.org

Office Use
Approved _____
By _____
Date _____

MEMBERSHIP INFORMATION

Today's Date: _____

Member Name: _____

Address: _____

Driver's License # _____

Telephone: _____ Evening _____ Day

E-mail address _____

RENTAL INFORMATION

Function Date: _____

Time Requested for doors to be unlocked: From _____ am/pm to: _____ am/pm

Remember: The rental fee reflects facility use for **six hours**; this time includes setup and take down. Any additional time must be requested and approved in advance by the Association and is subject to additional fees. Your rental check will be deposited immediately upon receipt and your reservation will be confirmed by the Association Manager when the check has cleared the bank.

Note: All Friday and Saturday night parties must end by 1:00am except on New Year's Eve which must end by 2am, an additional \$50 per hour will be charged. The member is responsible for compliance with noise ordinances. Parties/events with loud music and/or live bands are not permitted.

NOTE: **Rentals shall not be used to sell products to the public. Violation of this rule will result in loss of deposit. Neighborhood sponsored events are excluded.**

Facility use purpose - Party _____ Meeting _____ other (please list) _____

RENTAL FEES AND DEPOSIT REQUIREMENTS

RENTAL FEE

The clubhouse has a maximum capacity of 100 persons. Basement and pool are off limits.

There are two rental periods per day. Rentals can be anytime during the day up to 4pm, with a different rental period starting at 5pm. This allows for maximum use of the facility by accommodating up to two rentals per day if needed. The time between 4pm and 5pm is to be used for inspection and any needed clean up from a rental. Any rental that runs over the allotted time will be charged \$50 for up to 30 minutes. If the clubhouse is still in use or being cleaned up beyond the 30 minutes an additional amount equal to the rental fee will be charged. These charges will be deducted from the security deposit.

Weekday Rates

Monday through Thursday

10am – 4pm \$60

5pm – 11pm \$60 All week night parties must end by 11pm

Weekend & Holiday Rates

Friday through Sunday

10am – 4pm \$75

5pm – 11pm \$150

On Friday & Saturday nights only, additional rental time is available for \$50 per hour for the time between 11pm and 1am. This additional time must be paid for and scheduled in advance.

NOTE: It is not permitted to have rental times that extend across the two rental periods unless the rental fee for both periods is paid. For example, a Saturday rental scheduled from 3pm to 9pm would cost \$225 (i.e. \$75 for before 5pm + \$150 for after 5pm), a Tuesday rental from 3pm to 9pm would cost \$120 (i.e. \$60 for each period).

Security Deposit Amount

No alcohol served or present at the event

\$300*

Events where alcohol is served

\$500

* If you claim an alcohol free event and alcohol is found to be present, the entire deposit will be forfeited.

1. Rentals are to individuals 21 years of age or older who are MSNA members or renters of a property in MSNA, who are in good standing.
2. The clubhouse renter will provide security deposit payment, the rental fee, and will **agree to attend the entire event and safeguard the clubhouse during the entire rental period.**
3. No access to the pool area or basement is permitted during rentals.
4. The clubhouse is a tobacco-free facility.
5. No alcohol can be sold at an event.
6. No adult entertainment or lewd activities shall be allowed on the premises.

SECURITY DEPOSITS

In order to ensure that proper care is taken with the clubhouse and the furniture, the following points should be kept in mind regarding security deposits.

1. Security deposits will not be refunded if damage to the clubhouse or the furniture occurs during the rental. The clubhouse will be inspected for damage after each rental by a MSNA representative and video records.
2. If there is damage that you find prior to your rental, it is important to notify the Association at by calling 859-246-0911 and leaving a message that clearly identifies the specific damage that you have observed. If the damage needs immediate attention, you may also phone the MSNA representative on call. This phone number will be given to you by the Association Manager.
3. You are responsible for cleaning up after your event. This includes cleaning all areas used including the kitchen area & the bathrooms, sweeping the floors, removing the trash and cleaning the tile areas. A failure to clean up after the event will result in a loss of all or a portion of your deposit.
- 4. No tape, nails, clips, etc. are permitted to be attached to the walls, doors, trim, fixtures, etc. for any reason. These materials damage the surfaces and their use will result in a loss of deposit.**
5. The check for the security deposit will be shredded or returned to you, if you provide a self-addressed stamped envelope, after completion of the rental and it is verified that the facility is damage free and properly cleaned.
- 6. You are responsible for ensuring the clubhouse is secure when you leave. If you leave before the scheduled door lock time, you MUST call the number provided in the confirmation notification. Failure to ensure the clubhouse is secure WILL result in the loss of the entire security deposit.**
7. We will charge a \$50 fee for returned checks or stop payment checks.
8. In the event of a cancellation of a non-holiday reservation thirty (30) days or more before the reservation date, the deposit and rental fee will be refunded in full; however, holiday rentals must be canceled sixty (60) days or more before the event to receive a full refund. Cancellation after this period will result in a charge of the full rental amount unless the date and time becomes rented.

TOTAL RENTAL FEE: _____ TOTAL SECURITY DEPOSIT: _____

Please submit two separate checks for payment of rental fee and security deposit.

Make checks payable to: Masterson Station Neighborhood Association, Inc. or MSNA

Check information Name _____

Address _____

Check No. (Rental) _____

Check Amt. _____

Check No. (Security Deposit) _____

Check Amt. _____

The undersigned hereby agrees to hold harmless, defend and indemnify the Masterson Station Neighborhood Association, Inc. for any and all claims from damages to persons and property arising from the use of the clubhouse and grounds by the undersigned, his or her guests and invitees. The undersigned agrees to conform to and be bound by the Rules and Regulations of the clubhouse.

I have read and understand the above mentioned rules and regulations.

Signature

Date