

Clubhouse Reservation Instructions

1. Check for an available time-slot online at www.curryre.com.
2. Print and complete the attached clubhouse agreement.
3. Mail your agreement, with applicable rental fees and security deposit to:

Curry Association Management
2700 Kendallwood Parkway, Suite 106
Kansas City, MO 64119

4. Clubhouse keys will be sent to you one week prior to your event. To retain your deposit, please follow the cleaning checklist and return your keys to Curry.

CONTRACT AND AGREEMENT FOR USE OF THE COVES CLUBHOUSE FACILITIES

This Agreement made and entered into this _____ day of _____, _____ by and between the Coves Homes Association, Inc. and _____, hereinafter referred to as "Association Member".

WITNESSETH: That Association Member shall be provided the use of the Coves Clubhouse Facilities, hereinafter referred to as "Facilities", under the following terms and conditions. The Swimming pool and snack bar areas are not included in term "Facilities". _____

Initial

1. The function shall be held on _____, _____, between the hours of Noon on _____ and 8:00 AM on _____. If you enter the clubhouse before Noon on the day of your event you will be held liable for any damage or uncleanness as a result of any functions held the night prior. If the Facilities are not cleaned by 8:00 AM on the day following the scheduled event, the contract-cleaning fee will be deducted from the security deposit. The cleaning fee will vary depending upon the amount and type of cleaning required. The Association Member will not be contacted to re-clean the facility. Neither the Coves Homes Association nor Curry Association Management shall be responsible for any item left in the Facilities after the designated rental period. _____

Initial

2. The maximum number of persons attending shall be _____.
3. The type of function is _____.
4. The use fee of \$_____ (see attached Use Fees), a dance fee of \$75.00 (if applicable), a security deposit of \$350.00 totaling \$_____ shall be paid in advance of the function date. Please send the deposit and use fees in two (2) separate checks.

5. Cleaning:

_____ I would like to arrange for normal cleaning following my event at a charge of an additional \$100.00. This \$100.00 is to be included in the use fee check.

_____ I do not wish to have contract clean-up for my event. I will provide my own clean-up following my rental to be completed by 8 AM the day following my event in accordance with the Clubhouse Clean-Up Checklist attached hereto.

6. Association Member states that he/she is a bona-fide Association Member in good standing of the Coves Homes Association, Inc. Association Member also understands that any expense of clean-up and/or repair following the function shall be the sole responsibility of Association Member and failure of Association Member to pay such costs to the Coves Homes Association, Inc shall result in a lien against their Coves property, even though not all owners of said property have signed this Contract. _____

Initial

7. Association Member hereby states that the facility will be used as an “extension of his/her living room”, and for no other reason, and for no unlawful purpose and must be in attendance during the period the clubhouse is in use. The Clubhouse shall not be used for fraternity or sorority functions. **THE CLUBHOUSE IS NOT TO BE USED FOR ANY PROFIT MAKING FUNCTIONS.** _____
Initial
8. Food is not to be prepared in the facility; however, catering is permissible, as is the heating of food in the kitchen ovens or microwave. _____
Initial
9. Intoxicating beverages will be served only to persons who have attained their twenty-first (21st) birthday. Violations will result in immediate termination of the function and the facility shall be closed.
10. Association Member agrees that if persons age 18 or under attend the function, there will be at least one person having attained their 21st birthday for every 10 persons age 18 or under, and Association Member further agrees that wherein the majority of persons attending are age 18 or under, the function shall terminate at MIDNIGHT. _____
Initial
11. The maximum number of persons attending a “sit down” dinner shall be 100. The maximum number of persons to occupy the facility shall be 200.
12. If the fireplace is used make sure the fireplace dampers are closed after you are finished using the fireplace. _____
Initial
13. Furniture cannot be moved from the level it is on to a different level. If furniture is moved on the same level, it must be returned to its original location. Pictures or other items on the walls cannot be removed for any reason. _____
Initial
14. Items cannot be taped, tacked or nailed to the walls, woodwork, doors, etc. due to damage that is left. _____
Initial
15. No staple guns, hot glue guns, nails, thumb tacks, confetti or glitter are to be used to decorate the clubhouse. _____
Initial
16. The security deposit along with the contract must be returned 72 hours prior to the event, or the contract is not valid. The security deposit shall be returned to Association Member only under the following conditions: _____
Initial
- a. The facility is left in a clean and orderly condition by 8:00 AM of the day following the event (as outlined in the Clubhouse Clean-Up Checklist as attached hereto). Clean up may be arranged by the staff at a cost of \$100.00. Prior arrangements must be made for clean up with Curry Association Management.
 - b. No damage, other than normal wear, has occurred as determined by the Manager.
 - c. The key is returned to the Property Manager or his/her representative promptly. Failure to return the clubhouse key within thirty (30) days will cause forfeiture of the complete deposit.

17. All music must cease to play no later than 1:00 AM. All music shall be reduced to a volume not to be heard outside the facility. If a dance is held in the facility, an additional use fee of \$75.00 will be made in order to refinish the wood parquet floor.

18. The facility MUST be vacated and secured no later than 2:00 AM. Overnight sleeping is not allowed. _____

Initial

19. Association Member accepts FULL RESPONSIBILITY for actions of Member, Member's guests, and Member's invitees and for any damage to the facility of furnishings, shown to have been caused by them. Association Member agrees to pay in full the amount of such damage, and further agrees that if such payment is not made in 30 days, such payment will be charged to Association Member as a Homeowner's Assessment, and a lien will be placed against the Member's Coves Property. Said Assessment shall in no way limit Owner from enforcing this Agreement in any court of competent jurisdiction. _____

Initial

20. Association Member is responsible for locking all exterior doors and windows and setting the security alarm. Thermostat shall be set according to the instruction of the Manager.

21. "Air Conditioner and Heating Requirements" If you are renting the clubhouse and the outside temperature is extremely cold (below 20°) or extremely warm (above 90°) please make arrangements with the Clubhouse inspector or Curry Management to activate the heat or air 24 hours in advance of your event. _____

Initial

22. Please do not open any windows. _____

Initial

23. Under no circumstances, shall any illegal substance be brought into the facility or onto any part of the premises, including the parking area. Association Member shall not permit any noise or conduct that may be offensive to other Coves residents or result in disturbance of the peace. _____

Initial

24. Any Member of the Coves Homes Association Board of Directors, the Property Manager, or their designated representative, shall be allowed reasonable access to the facility during the function, if there is reason to believe that a violation of this agreement has, in fact, occurred, is occurring, or may occur.

25. If, in the reasonable judgement of the Owner (any member of the Coves Homes Association Board of Directors, the Property Manager, or their designated representative), any term or condition herein has been violated by Association Member, his guests or invitees, the function may be declared "terminated" at the Owner's discretion, in addition to Owner reserving the right to sue Association Member for damages. _____

Initial

26. In the event of breach by Association Member of any of the Agreements set forth herein, Owner shall be entitled to recover collection fees, lien fees, reasonable attorney's fees, service of process fees and court costs from Association Member.

27. Signs or flyers on any private property to announce the event or to give directions to the clubhouse is prohibited.

28. The Clubhouse is a non-smoking facility. Any evidence of smoking inside the facility will result in loss of security deposit or minimum fee of \$50.00. _____
Initial
29. Association Member agrees that they will clean up and remove from the clubhouse parking lot as well as the immediate grounds around the clubhouse any debris, trash, cigarette butts etc. left as a result of their function prior to 8:00 am the morning following their function. _____
Initial
30. If a portion of the Association Member's deposit is not refunded as a result of damage to the Clubhouse caused by the Association member or the Member's guest, the Board of Directors reserves the right to revoke the future rental privileges of the Association Member. _____
Initial
31. All items for the trash must be placed in actual plastic trash bags. Open items such as food or beverages should not be thrown out without properly disposing of the item in trash bags. The trash containers are located behind the clubhouse. _____
Initial
32. Unless you have made arrangements with the Board of Directors, Lessee cannot enter the Clubhouse until 12:00 noon on the day Lessee has rented the clubhouse. _____
Initial
33. **ANY VIOLATION OF THIS CONTRACT WILL AUTOMATICALLY FORFIET YOUR ENTIRE DEPOSIT. VIOLATIONS ARE DETERMINED AT THE SOLE DESCREATION OF THE BOARD OF DIRECTORS OR THE CLUBHOUSE INSPECTOR.** _____
Initial

Association Member

Address

Association Member Signature

Phone Number (day & evening)

**Coves South Clubhouse
User Fees**

**No fee is required for Association-sponsored activities, which
are open to all residents of the Coves.**

Contract must be made by a responsible person and will be handled on an individual basis. The room(s) in use must be returned to their original condition after the function.

Schedule of Fees for private parties and social gatherings:

Special rate of 1 – 30 people Monday - Thursday	\$100.00
1 – 50 persons	\$200.00
51 – 100 persons	\$250.00
101 – 150 persons	\$300.00
151 – 200 persons	\$400.00

200 MAXIMUM ATTENDANCE

Dancing Fee	\$ 75.00
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Deposit:

(To be provided for in a separate check)	
Security Deposit	\$350.00

The security deposit of \$350.00 is refundable if the premises are returned to the original condition.

****Check must be made out to COVES HOMES ASSOCIATION on an account held in the name of the Coves resident. The deposit and use fees can be on one check.**

The manager or Board of Directors has the final authority in determining the refund ability of any deposit or any portion thereof. **Any breach or violation of the clubhouse rental agreement will automatically forfeit your entire deposit.**

Any questions should be directed to Curry Association Management at 414-5300.

Clubhouse Checklist if you pay for clean up.

The clubhouse has been cleaned prior to your use. If you see any problem or have a concern, please call either Joy Gillies at 816-255-2359 (if she is available to inspect clubhouse she will, however she is not there to clean the clubhouse). If no one answers please call Curry at 414-5300.

Paid cleaning of the clubhouse includes kitchen counter tops, kitchen floor, glass surfaces, rest rooms, vacuuming and dusting. There will be additional charges as listed below if other than the above needs to be done by staff.

****Check list MUST be returned with key in order for deposit to be returned.****

_____ **All trash must be in plastic bags in trash containers. No trash can be put in the trash containers without first being properly disposed of in plastic bags. The trash containers are located behind the clubhouse.**

_____ **Remove all items from clubhouse that you do not want discarded.**

_____ **You must arrange the furniture as it was when you arrived.** You may rearrange the furniture with the exception of the dining room table, which may not be removed from the dining room. There are photos on the upper cabinet door by the kitchen sink to assist you in the proper placement. There is a \$50.00 minimum charge if the maintenance staff has to reposition the furniture.

_____ **Clean parking lot of all trash and remove cigarette butts from the ashtray that is outside.**

_____ **Turn off all lights.**

_____ **Reset alarm system.** The alarm may or may not be activated when you arrive (see attached for detailed information on the alarm system).

_____ **Reset thermometer to 60° in winter months unless the outside temperature is 35° or lower then set it at 68° and 80° in summer months.**

Signature of Coves resident contract holder

Clubhouse Information

The following **MINIMUM** charge will be assessed in the event of accidents:

- (a) \$50.00 minimum if carpet has to be cleaned;
- (b) \$75.00 if wooden parquet floor has to be refinished (if not already paid for with dance fee);
- (c) Actual charges plus \$50.00 if physical damage is sustained;
- (d) \$50.00 minimum if evidence/damage of smoking;
- (e) \$50.00 minimum if staff has to do any cleaning other than included in initial cost.

Check the morning of your event to be sure the A/C or heat is on.

Return key with attached checklist to:

Curry Association Management
2700 Kendallwood Parkway, Suite 106
Kansas City, Missouri 64119

Once Curry staff or a Coves Board Member has inspected clubhouse, deposit will be returned as long as no damage was sustained to the clubhouse, all cleaning was done to the satisfaction of the inspector and the keys are returned to Curry. If problems are found you will be contacted.

Clubhouse Checklist if not paying for clean up.

The clubhouse has been cleaned prior to your use. If you see any problem or have a concern, please call either Joy Gillies at 816-255-2359 (if she is available to inspect clubhouse she will; however she is not there to clean the clubhouse). If no one answers please call Curry at 414-5300.

**** Check list MUST be returned with key in order for deposit to be returned.****

_____ **You must arrange the furniture as it was when you arrived.** You may rearrange the furniture with the exception of the dining room table, which may not be removed from the dining room and the large glass table in the bar room. There are photos on the upper cabinet door by the kitchen sink to assist you in the proper placement. There is a \$50.00 minimum charge if the staff has to reposition the furniture.

_____ **Clean the glass tops and shelves with glass cleaner and paper towels, not a wet sponge.**

_____ **Clean restroom stools, lavatories, countertops and urinal.**

_____ **Restock restroom supplies as needed.** Extra supplies are in kitchen cabinets.

_____ **Dust mop, where needed, the parquet floor.** The dust mop is located in the closet below the stairs. **Do NOT wet mop the parquet floor. The only cleaning solution to be used on the parquet floor is _____, which is located in the cleaning supply closet on the lower level.**

_____ **Clean kitchen counters and sink.**

_____ **Mop the kitchen floor.** Wet mop and bucket for kitchen floor is in the closet below the stairs.

_____ **Vacuum areas used.** There are two (2) vacuum cleaners for your use.

_____ **Clean parking lot of trash and remove any cigarette butts left in the ashtray outside.**

_____ **Remove all cigarette butts left outside the clubhouse around the entryway and in the ash tray containers.**

_____ **All trash must be placed in plastic trash bags provided and placed in the trash containers located behind the clubhouse, NOT on ground.**

_____ **Leave refrigerator empty and cleaned.**

- _____ **Clean stove and microwave inside and out.**
- _____ **Replace liners in trash cans.**
- _____ **Turn off all lights.**
- _____ **Reset alarm system.** The alarm may or may not be activated when you arrive (see attached for detailed information on the alarm system).
- _____ **Thermostat adjusted to 60° in winter months unless the temperature outside is 35° or lower then set it at 68° and 80° in summer months.**

Signature of Coves resident contract holder

*If cleaning has not been completed to the specification indicated, your security deposit will not be fully refunded.

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