

## **Clubhouse Reservation Instructions**

1. Check for an available time-slot online at [www.curryre.com](http://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.

Nottingham Forest South Homes Association  
Clubhouse Lease Agreement

This lease made and entered into this \_\_\_\_ [DAY] day of \_\_\_\_\_ [MONTH], \_\_\_\_\_ [YEAR], by and between the NOTTINGHAM FOREST SOUTH, a not-for-profit corporation organized and existing under the laws of the State of Kansas, hereinafter "Lessor" and \_\_\_\_\_ [FULL NAME] of \_\_\_\_\_ [ADDRESS], Overland Park, KS \_\_\_\_\_ [ZIP CODE] an adult (21 years or older) resident of NOTTINGHAM FOREST SOUTH, and "Lessee".

WITNESSETH: That the Lessee shall lease from Lessor the clubhouse hereinafter "the facility" for a \_\_\_\_\_ [DESCRIBE FUNCTION e.g., Engagement Party, Family Reunion, Business Meeting] (Catered? Yes \_\_\_\_ No \_\_\_\_ ) upon the following terms and conditions:

- 1) The function shall be held on the [DAY] day of [MONTH], from the hour of am/pm to am/pm. The clubhouse must be vacated by 12:00 a.m. on Sunday through Thursday and 1:00 a.m. on Friday or Saturday. You cannot enter the facility before 12:00 noon on the day of rental unless arrangements are made prior to the event.
- 2) The number of persons attending the function shall be limited to adults and children under the age of eighteen (18) and of this \_\_\_\_ total live at Nottingham Forest South. NO MORE THAN 60 PERSONS MAY BE IN ATTENDENCE. Resident agrees that no loud or unruly use of the clubhouse shall be permitted. The Overland Park Police Department is given the express right to enter the clubhouse during any private party. If the police are called upon to respond to complaints by residents of excessive noise or other disturbances, the Deposit will be forfeited.
- 3) Rental reservation fees are as follows:

1- 30 persons..... \$60  
31-60 persons.....\$90  
Commercial use..... \$120  
Security Deposit..... \$150

The rental fee per day plus the security deposit, is paid herewith, receipt of which is acknowledged by Lessor. Please send two (2) checks payable to Nottingham Forest South Homes Association.

- 4) The \$150 Security deposit will be refunded to Lessee upon the condition that the leased facility is returned to the same condition that it was before the occupancy by your party. Lessee has until 10:00 a.m. of the day following the reserved function to clean and restore the facility. At this time Lessor, through his/her designated agent(s) reserves the right to determine if Lessee has complied with these conditions and is entitled to return the deposit. A copy of the clubhouse cleaning checklist may be downloaded from [www.nottinghamforestsouth.org](http://www.nottinghamforestsouth.org). (Should the clubhouse be rented the day following your function, clean up will be completed immediately following your function.)
- 5) As of May 1, 2001, rental of the clubhouse facility for business and/or profit requires that the Homeowner provide the NFS Board and/or NFS Homes Association with a certificate of insurance providing \$2,000,000. (two million dollars) of liability coverage, for the intended use and covering the rental dates listed above. NFS Board and NFS Homes Association must be listed as co-insured's under said policy. If insurance policy is not proved to the Management Company before the date of the event this contract becomes invalid and you will not be allowed to hold your event. Please initial that you have read and understand the above statement. \_\_\_\_\_

- 6) Lessee acknowledges that this applies to the clubhouse facility only and does not include the pool or tennis court facilities. For pool access while renting the clubhouse, an additional charge must be included with the clubhouse rental fee and deposit for pool guest. (see below)

For pool reservations only please contact the pool chair. (Board member contact information may be found at [www.nottinghamforestsouth.org](http://www.nottinghamforestsouth.org).)

Total number of Pool Guests \_\_\_\_\_  
Number of Guests that are residents of NFS \_\_\_\_\_  
Number of Non-Member Guests \_\_\_\_\_

Non-Member Pool Guest Fees  
1-10 non-member guests.....\$50  
11-24 non-member guests.....\$100  
25-50 non-member guests.....\$150

- 7) Lessee agrees to accept full responsibility for all actions by his guests using the facility and agrees that the facility shall not be used for any unlawful purpose.
- 8) When individuals under eighteen (18) years of age are using the facility, there must be one adult over twenty-one (21) present for each five (5) underage individuals present. All parties for individuals considered in this paragraph shall end no later than midnight.
- 9) Lessee is responsible for locking exterior doors and windows and returning the key or keys to the Lessor. Return of the keys is a condition of refund of the deposit.
- 10) No barbecue grills or outdoor cooking is allowed.
- 11) No smoking in the clubhouse.
- 12) Lessee acknowledges that he is a bona fide resident of Nottingham Forest South and as such accepts full responsibility for the facility during the term of the lease. Lessee further acknowledges that he will be in attendance at the function and that he is personally liable for any and all damages, which may be sustained as a result of his and his guest's use of the facility. Lessee personally guarantees payment in full for all such damages. Lessee further agrees that if such damages are not paid in full in a prompt and reasonable fashion, said damages may be assessed against him as party there of. Said assessment shall in no way limit Lessor from enforcing this lease in any court of competent jurisdiction. Collection of all fees, attorney fees, lien fees, court costs etc. are recoverable by the Homes Association. The Board of Directors or Management Company shall be allowed reasonable access if there is reason to believe a violation of the agreement has occurred.

**NOTTINGHAM FOREST SOUTH HOMES ASSOCIATION**

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

Name: \_\_\_\_\_

**RESIDENT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Signature: \_\_\_\_\_

# Nottingham Forest South Home Owners Association

## Cleaning Checklist

Cleaning supplies are located in the closet next to the men's restroom. (Vacuum/Mop/Trash Bags/Paper Towels/Toilet Paper/Etc.)

- Vacuum all floors.
- Pick up all trash and place in dumpster in parking lot.
- Replace can liners.
- Make sure all restrooms are left clean and free from trash. Empty all trash containers. Flush all toilets. Turn out all bathroom lights.
- Wipe off all counter tops and tables.
- Clean out all sinks. Do not put anything solid down the drains (i.e. coffee grounds, food, etc.)
- Turn out all lights.
- Place thermostat on (60 during the Winter) and on (80 during the Summer). Conserve energy.
- Check back doors (by pushing on them) to make sure they are shut and locked.
- Mop entry way and bathroom floors if needed. Due to food and beverage spills.
- Food and beverage spills on carpeted areas and furniture must be cleaned.
- Do not use water fountain for disposal of beverages and clean if necessary.
- Do not remove furnishings from clubhouse. Return all furnishing to their original place if you have move any of the furnishings (including floral arrangements, chairs, tables, etc.)