

CLUBHOUSE RESERVATION

I request the use of the Carriage House Cooperative Clubhouse, located at 45889 Kensington, Utica, MI., for a (Type of Party) _____, to be held on _____, 2023 from the hours of _____ to _____. I acknowledge that I am aware of the Clubhouse Party Rules, (a copy is attached), and agree to abide by them.

To secure this reservation I have paid the following:

Rental Fee	\$ _____	check # _____
Deposit	\$100.00	check # _____
Total Paid	\$ _____	

The Cooperative acknowledged payment of the rental fee. Further, I agree that I will be responsible for any damages to the facility, equipment or supplies; or any injuries, if any, to persons attending this party. I hereby agree that the Carriage House Cooperative or any individuals acting on behalf of the aforementioned entity is not responsible for any damages or injuries which may occur at this party.

Requested by:

(Member's Signature)

Acknowledged by:

(CHC Representative)
(586) 731-7482

CARRIAGE HOUSE COOPERATIVE

CLUBHOUSE PARTY RULES

- 1) All reservations must be made in writing and secured by advance payment of a \$100.00 security deposit. Rental fees are as follows: Monday through Thursday, (evenings) is \$50.00, **except holidays**, Friday through Sunday is \$75.00. **No refund will be given for reservations cancelled less than five days in advance.** The maximum number of persons allowed at a party will be limited to 50. New Year's Eve, bachelor and bachelorette parties are not allowed.
- 2) You must be a member of Carriage House to rent the Clubhouse and you must be in attendance for the full duration of the rental event. **NO EXCEPTIONS!**
- 3) Members are fully responsible for the actions of their guests. Guests should be instructed as to proper parking procedure, using only "V" designated parking. Guests are not allowed to walk around the exterior of the buildings or roam the grounds. The rear door is for "Emergency Only" and should not be used as an exit. **NO SMOKING** is permitted in the Clubhouse.
- 4) The member shall meet with a Cooperative representative prior to, and also after the rental for the purpose of inspecting the condition of the facility. It will also establish the liability, if any, of the member for the payment of cleaning and damage, repair or replacement. If the co-owner is not present for the subsequent inspection, the judgment of the Cooperative representative shall prevail.
- 5) The member is responsible for cleaning the Clubhouse after the party. This includes, but is not limited to replacement of all furniture to original location, sweeping and vacuuming of all floors, disposal of all paper, food, decorations, and all other rubbish. Any expense incurred by the Cooperative to perform any of the above cleanup requirements or to repair any damages or replace any missing equipment or supplies will be billed to the member.
- 6) All deliveries for the party should be arranged during scheduled Clubhouse hours.
- 7) A party may be terminated at any time by the Carriage House staff, if in the opinion of the staff, the party is a nuisance to other members of the Cooperative or has, or could cause excessive noise, vandalism or any other damage to Cooperative property. **Any party terminated by our staff will result in forfeiture of deposit.**
- 8) All parties must end by 10:00 p.m., Sunday through Thursday and at 11:00 p.m. on Friday and Saturday.

*Measurements in the carpet area for table and chair set up is approximately 23' x 22' (506 sq. feet)