

Fairmont Townhouse
4213 Young St, Pasadena, Texas 77504

Rental Agreement and Checklist

Homeowner Name _____

Tenant Name _____

Address _____ Email Address _____

Cell Phone # _____ Other Phone # _____

Date and Time Requested _____

Purpose of Function _____

Approximate # of people attending: Adults _____ Children _____

Name of Caterers, Florist, Music Source, or Cleaners _____

Deposit Amount Paid \$ _____ Rental Fee Paid \$ _____ Date _____

Check / MO # _____ Check / MO # _____

For non-resident homeowner:
I hereby assign clubhouse use to:

Tenant Name _____

I acknowledge and accept receipt of the above documents: and further I agree to abide by all of the rules and regulations.

Tenant Signature _____ Date _____

Homeowner Signature _____ Date _____

Rental Policy and Fees

Homeowner must be in good standing with the Fairmont Townhouse Association to rent the Clubhouse.
(HOA dues must be current)

The following conditions apply because of public fire and safety regulations, restrictions of the Fairmont Townhouse Association insurance policy, and as a courtesy to others who share the facilities.

1. The clubhouse may be rented for a 24 hour period based on availability.
2. The rental fee is \$30.00 a day and is not refundable.
3. A refundable security deposit of \$300.00 must be provided to cover any cleaning, repair/replacement of damage, replacement of lost keys, or failure to abide by the rules. Any cost exceeding the security deposit will also be paid by the homeowner.
4. The homeowner or renter who rents the clubhouse **must be present** for the entire event.
5. No tape, nails, tacks or other items should be placed on or in the walls!
DO NOT MAKE HOLES IN THE WALLS OR CEILING.
6. Smoking is prohibited.
7. Alcohol must not be served to minors. The HOA reserves the right to end the event if there is intoxication or if alcohol is served to minors or is used in any other inappropriate or illegal way. Alcohol is not to be sold on the premises.
8. The clubhouse key will be available only to the homeowner. It is the responsibility of the homeowner who made the reservation to schedule a time to pick up the key.
9. The rental of the clubhouse does not include the pool.
Do not prop open pool gate or clubhouse doors.
10. Pets are not allowed in the clubhouse.
11. Wet bathing suits are not permitted in the clubhouse.
12. Guest must park in common areas only. All others will be towed at the owners expense.
No parking under the carports. Guest must park in uncovered parking only.

Clubhouse reservation can be made by contacting Sandra Provenzano at 832-512-7867.

Two weeks notice is preferred for clubhouse reservations. At this time fee and deposit need to be paid. The homeowner making the reservation must also be the contact person, check writer and must be present during the entire event.

Your reservation forms and check or money order must be received within 2 days of making your reservation and 2 weeks prior to the scheduled event or your reservation will be cancelled.

Cancellation policy: Cancellations made 14 days before the reserved date will receive a refund of \$20.00 for the fee. There will be a \$10.00 cancellation fee. The \$300.00 deposit will also be refunded in full. Cancellations made less 14 days before the reserved date will receive \$250.00 deposit and will forfeit the rental fee. If homeowner moves away before the event date, the reservation will be lost and money will be refunded.

Homeowner Signature _____ Date _____

Fairmont Townhouse Rental Checklist

Pre-event Inspection Date _____ Inspected by _____

At the end of your event, please leave the clubhouse and equipment as nice or nicer than when you arrived. These are shared Fairmont Townhouse facilities maintained by volunteers for our common use. Please protect the clubhouse like you would your own home as it is also yours. Please give the checklist to _____ afterwards.

- _____ Clean and wipe all chairs and tables.
- _____ Chairs and tables put away where you found them.
- _____ Trash emptied and put in the dumpsters.
- _____ Bathrooms sinks, toilets, mirrors and floor cleaned.
- _____ Clubhouse swept and mopped.
- _____ Lights turned off.
- _____ All doors locked.
- _____ No food left in the refrigerator, microwave or on the countertops.
- _____ Clean all kitchen surfaces and appliances.
- _____ Outside porches swept clean and no trash left outside clubhouse.
- _____ Return Key

After Event Clubhouse Inspected by _____ Date _____

Full deposit to be returned _____ Yes _____ No

Problems / Damage found _____

Cost of cleanup / repairs _____ Date of reimbursement _____

Homeowner Signature _____ Date _____