CUSTOM COMMUNITY MANAGEMENT
227 S. Division St, Zelienople, PA 16063
(724) 799-5152
www.ccmhoa.com

Adams Pointe Master Association
Party Room / Pub / Theater Rental Agreement

The completed form can be emailed to info@cranberrypm.com mailed to the address above, or an "Amenity Request" can be created in Adams Pointe North Vantaca Owner's Portal.

Resident Name: _____

Address: _____ Today's Date: _____

Email Address: _____ Phone Number: _____

Type of Rental

Party Room ☐ Pub ☐

Date of Event: _____ Start Time of Event: _____ End Time _____

Number of Guests: _____ Alcohol Usage Yes ☐ No ☐

Please pay with two **SEPARATE** checks

Rental Fee ($125.00) Check No.: _____ Cleaning Deposit ($75.00) Check No.: _____

Payment for Guard if required ($160.00 for 4 hours-$40.00/hour if longer) Check No: _____

>>>> Please make checks payable to: Adams Pointe Master Association <<<<
Mail the completed checks to the Management Company Address above.

Please review the policies and acknowledgement on the following page. Additionally, review and complete the After Party Checklist an submit to info@cranberrypm.coma after your event to ensure that refunding of you deposit may take place.

(see reverse)

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It is understood that the above-named resident will leave the Party Room, parking area, and any other related areas clean and free of trash or litter, or damage. Resident will also be responsible for any damage to the Party Room, Pub, and Theater and its contents and appliances. Resident's liability is not limited to the Rental Amount, and undersigned resident agrees to pay for all damages and cleaning charges in excess of the rental amount.

Resident further agrees to abide by all property policies, Local Ordinance and State Laws, including but not limited to, those referring to Liquor consumption, use of drugs or controlled substances, disturbing the peace, disorderly conduct, vandalism, and theft.

PARTY ROOM POLICIES

1. Resident is responsible for the conduct of all guests.
2. Management strictly prohibits the following:
    a. Use of drugs or controlled substances
    b. Lewd or immoral conduct
    c. Rowdiness, brawling, or fighting
    d. Gambling
    e. Sale of liquor or consumption of liquor by minors
    f. Excessively loud music
3. Evening rentals must end by 9:30 pm. This includes cleaning time as the guards lock up by 10:00 pm
4. Parties must be contained within the Party Room only. All guests are prohibited to use other amenities in the clubhouse unless reserved.
5. Resident agrees to be present during the entire time of rental.
6. Management representative may conclude party activities immediately, should any policies be violated.
7. Management assumes no liability for resident's or guest's property.
8. Management reserves the right to require a uniformed security officer to be present during the rental period for parties of 50 people or more and / or if alcohol is to be served, at the expense of the resident hosting the party (4 hour minimum, at $40.00/ hour).
9. Maximum of 125 people in the Party Room, 30 people in the Pub.
10. All trash should be removed and taken to the outside dumpsters.

I have read and understand the foregoing and agree to follow these policies during the rental period referenced above.

Resident Signature: _____ Date: _____

Management Company Representative: _____ Date: _____

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After Party Checklist

The Party Room in the Community Center must be left neat, clean, and in order. It should be left in the condition it was found in.

- All tables and chairs must be wiped clean.
- All carpeted floors need to be vacuumed. (Ask staff for vacuum cleaner)
- All trash and decorations should be removed and placed in garbage.
  - o Wipe counter tops, sinks, stove top, and microwave.
  - o Sweep tile floor with a broom.
  - o All trash must be removed and placed in the outside garbage cans.
- All tables and chairs must be placed in original condition.
  - o All round tables have seven (7) chairs.
  - o All long tables have eight (8) chairs, four (4) on each side.
  - o All small tables have two (2) chairs, one on each side.
  - o All small tables are to be placed against the walls by the windows.
  - o All long tables are to be placed in original positions.
- Remove all cigarette butts, etc. from the outside area.
- Events and clean up must be completed by 9:30 pm.

Failure to do any of the above will result in loss of deposit.

Resident Name (Printed): _____

Resident Signature: _____ Date: _____