

WINDSONG SONOMA HOMEOWNERS ASSOCIATION

Request for Clubhouse Reservation

I, _____ Owner of _____
Name Unit Address

Wish to reserve the Clubhouse for Myself Tenant
(circle one)

_____ on _____ for
Tenants Name Date

Brief Description of Function

I have read and understand the attached Rules. I assume full responsibility for myself or my tenant. Everyone in attendance will be in compliance of these rules. I am also aware that there is **no alcohol allowed** in the clubhouse and that I must provide a Certificate of Insurance. I understand that failure to follow the Rules may result in restriction, suspension, loss of privileges or fines.

Signature of Owner Phone Date

Signature of Tenant Phone Date

\$60.00 Check Number _____
Clubhouse Rental Fee

\$250.00 Check Number _____
Deposit

PLEASE RETURN COMPLETED FORMS TO:

EVENTS@WINDSONGRP.COM

Revised 5/2024

**WINDSONG SONOMA HOA
CLUBHOUSE RESERVATION RULES AND
REGULATIONS**

- 1. Only owners have the authority to reserve the Clubhouse and assume all responsibility for Tenants use. Tenants must have written consent from the Owners.**
2. Limit of fifty (50) guests.
3. Reservations **EXCLUDE** the Pool, Jacuzzi and exterior charcoal BBQ Area.
4. There is NO cooking/BBQ/Flames permitted under the awnings in front or back of building.
5. Time limit is **9:00 p.m.** every evening. (including clean-up) The buildings alarm sets at 9:15 and the lights will turn off.
6. Clubhouse must be cleaned and ready for inspection the following day.
7. No loud noise, loud music or alcohol is allowed.
8. Guests must remain within the confines of the Clubhouse
9. There is a \$250.00 refundable deposit required, and a \$60.00 rental fee. If the Clubhouse is left clean with no damages and all inventory checks out, the \$250.00 deposit is returned.
- 10.** A Certificate of Insurance for the day of the event is required and must be received **5 days prior to the event.** Certificates can be obtained from your individual insurance agent as a rider to your policy. Coverage must be for \$1,000,000 liability and \$10,000 per person medical coverage. The Windsong Sonoma HOA and Grapevine Property Services LLC must be named as Also Insured.
- 11.** All responsible and in attendance agree to hold harmless the Windsong Sonoma HOA, its members, directors and agents in case of accident, injury, theft of personal property or other calamities.

Unit # _____

Date of event _____

Owner

Date

Tenant

Date

~~Covid 19 Sanitation Addendum:~~

~~Due to Covid 19 the Windsong Sonoma Board of Directors will require an additional (non-refundable) sanitation fee of \$80.00 per event.~~

~~This fee covers professional sanitation on all touch points, furniture, fixtures and doors. Sanitation will take place when your rental is complete. This fee is NOT a standard cleaning fee, and you are still expected to leave the clubhouse in clean condition with all furniture and objects back in their original location. Thank you for your understanding and cooperation.~~

Resident Initials: _____

Pool Table Addendum:

DO NOT attempt to move or relocate the pool table – this will damage the table.

DO NOT set food or drinks on the pool table.

Condition of the Pool Table and equipment is checked between every rental and any wear and tear noted on walk through is to be listed below:

Any damage to the Pool Table will be removed from the Clubhouse rental deposit and/or billed accordingly to restore the Pool Table to original condition.

Resident Initials: _____

Board Member Initials: _____

Clubhouse Pre-Rental Walk Through:

Please note any damage/wear and tear that is present on the areas/items below. Any noted damage after rental concludes will be deducted from clubhouse rental deposit. If cost of damage is to exceed the security deposit, the overage will be billed to resident accordingly.

Furniture – including couches, chairs, booths, tables and ottomans

Carpet and Flooring-

Kitchen Appliances and Counters –

Dining Area and Tables –

Resident Signature: _____

Board Member Signature: _____

CLUBHOUSE CLEANING CHECKLIST

Before you use the clubhouse, check the condition of the premises. The return of the \$250.00 cleaning deposit is contingent upon cleaning up. (The check will be voided) Additional cleaning will be billed accordingly from the cleaning service. These charges do not include any damages.

Condition

Before	After	
_____	_____	Vacuum
_____	_____	Clean Kitchen Floor
_____	_____	Empty Trash
_____	_____	All Doors / Windows Shut and Locked
_____	_____	Heater/AC Off
_____	_____	Clean Appliances and Turn Off

** Additional Comments: