

CLUBHOUSE RESERVATION FORM

Today's Date _____

Resident's Name _____ Unit _____

Contact Phone Number: _____

No. of Guests Expected _____ Date of Function: _____ / _____ / _____

Room Rental Fee \$ _____ Cleaning Deposit \$ _____

Type of Function _____

Piano/Lodge Room

Conference/Meeting Room

Reservations can only be made by an Owner/Lessee and may not be made more than ninety (90) days in advance. Your deposit and non-refundable checks must be presented at the time the reservation is made.

- Maximum number of guests (including resident) is limited to fifty (50) persons
- Length of your event is to be no more than six (6) hours from start to finish
- Event must be completed by 10:00 p.m. To allow for clean up
- Reservation is allowed only one (1) time, per unit, every ninety (90) days
- This privilege may not be transferred from one owner/lessee to another
- Gambling for money is not allowed in the clubhouse at any time.
- Alcohol Use: Resident MUST provide a "Certificate of Insurance" naming the Fleur de Lis Homeowners Association as "additionally insured" for their party. Please attach the certificate to the reservation form. No alcohol to be served to minors (under age 21). Any infraction will immediately terminate function by management.. This is in accordance with Nevada State Law.

Size of Group	Refundable Deposit	Room Rental Fee Nonrefundable Deposit
9-20	\$150.00	\$50.00
21-35	\$200.00	\$75.00
36-50 (MAX)	\$400.00	\$150.00

PAYMENT

The Room Rental Fee and Refundable Deposit (2 separate checks) MUST be paid in full at the time the reservation is made. When the Clubhouse is clean and free from damage (as determined by management, in it's sole opinion), the refundable portion of the deposit will be returned, provided no other rules have been broken.

CANCELLATION

Reservations must be cancelled no less that five (5) days prior to your event or you will forfeit the Room Rental Fee.

- Only an adult Owner/Lessee (lease must be on file with the Manager) may reserve the Clubhouse and **MUST be present from set-up to tear-down**. All functions/parties at the Clubhouse must be for the Owner/Lessee or their children or grandchildren only.
- Your event must not be one that will generate personal income or gain.
- Your event must be restricted to either the Lodge/Piano room or the Meeting/Conference Room individually. Guests may not use the Fitness Center, Pool Room, Theatre, Library or Wine Room during your event. Children must have adult supervision. Guests and children are never allowed to wander in the clubhouse.
- No Barbeques allowed in or around the clubhouse or common areas.
- No moving of furniture unless management has given prior approval. Never move the piano under any circumstances. Never put food or drink on the piano. The jukebox may not be unplugged or turned off at any time as other residents may want to use it.
- Any infraction of any of the rules may also result in forfeiture of the deposit and termination of the event. Fleur de Lis Management reserves the right to terminate any reservation or function at any time and ask guests to leave if, in the management's sole opinion, your function is in violation of any of these rules and/or inappropriate behavior is observed. The signing Resident is fully responsible for any action or any events caused by the intoxication of guests.
- All guests are to park outside Fleur de Lis on Wilbur May Parkway or Carat Dr. You are responsible for providing an attendant at the pedestrian gates to allow access to your guests or you may provide a guest list for the gate attendant. They will direct pedestrian traffic to the clubhouse, provided you are there to accept the arrival of your guests. The entrance gates may NOT be propped open at any time for your guests.
- No bands, disc jockeys or dancing is permitted in or around the clubhouse area. Only the Clubhouse sound system can be used and only at a moderate volume so as not to disturb residents using other rooms.
- Homeowners with preexisting reservations for another Clubhouse room, not reserved by you, must not be disturbed or dissuaded from keeping their reservations. FDL homeowners may not be excluded from the Clubhouse during your function, this includes the Piano/Lodge rooms.
- If chafing dishes are used, tables, countertops and/or sideboards MUST be protected from burns and/or spills by tablecloths or hot pads. You will be responsible for any damage to tables, sideboards or counter tops.
- Clean-up MUST be completed by 10:45 pm or subject to \$100 fine per hour.

Please be considerate of others when using the Clubhouse facilities and keep noise to a minimum. Quiet Hours for Fleur de Lis start at 10:00pm. All outside noise must cease at this time. At the end of your event and before leaving, the clubhouse is to be returned to the condition in which it was received.

THE CLUBHOUSE IS A NON-SMOKING FACILITY.

CLEAN UP INSTRUCTIONS

- All trash must be bagged and taken outside to trash can. Use exit door near restrooms in the hallway, a green dumpster is located outside the door.
- All fireplaces should be turned off and all candles extinguished at the end of your function.
- Each room occupied by guests should be checked for trash and/or debris.
- Any spills on upholstery should be reported to Management as soon as possible.
- Any carpets in areas used should be vacuumed at the end of your event. A vacuum will be provided for your use. Please return to designated area.
- Spills on the wood floors should be cleaned with CLEAR WATER ONLY! Ask Club attendant for mop. Notify the Club attendant immediately of any damage to the wood floors.
- All floors (tile & wood) used during your event should be swept. A broom will be provided for your use.
- Bar sink should be cleaned and free of food scraps. If you have put food down the garbage disposal, please run disposal to clear.
- Counter tops and bar top should be wiped clean . Any dishes, glasses or utensils belonging to the Clubhouse should be rinsed and placed in the dishwasher.
- If the Outside Patio has been used, please be sure all trash has been removed and the fireplace is off. If patio furniture has been moved, please return to its original position.
- All food brought in should be taken with you. Do not leave leftovers in the fridge.
- Check for personal belongings (coats, purses, toys, decorations, etc) before you leave.
- If additional tables and chairs were used, please fold down and return to the point of pick up.
- The Club attendant on duty will inspect the room (s) when your event is done along with you.

PAYMENT

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CANCELLATION

Reservations must be cancelled no less that five (5) days prior to your event or you will forfeit the Room Rental Fee.

Your assistance with the above mentioned tasks will ensure a refund of your deposit and will leave the clubhouse neat and clean for other residents. If the Clubhouse and/or it's furnishings are damaged as a result of this event, the Resident fully understands, agrees and accepts responsibility for the damage and agrees to pay for repair of damaged item (s) and/or the full cost of replacing said items. An itemized list, complete with replacement costs will be provided to the Resident, in the event of damage. Exceptions/changes to the above rules may be made at any time, by Fleur de Lis management but must be confirmed by the Board of Directors.

**These rules do not apply to an association sponsored function.

Resident _____ Date _____

Resident _____ Date _____

Fleur de Lis Concierge _____ Date _____

Fleur de Lis Manager _____ Date _____

Special Request:

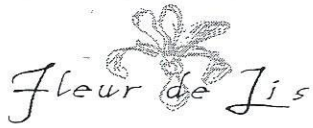
Additional Tables? _____ How many tables? _____

Additional Chairs? _____ How many chairs? _____

Additional tables and chairs may be set up in the piano room on tile floors, not the wood floors. Tables and chairs will be brought out to you and you will set up. At the end of your event you will stack and fold chairs and tables.

Will you be using outside vendors?

Please explain in detail (include name, phone & purpose)



INSPECTION REPORT FOR RESERVATION REFUND

Club Attendant Name _____

Were all rules for clubhouse use followed? _____ (Yes or No)

If No, please explain in detail:

Was reserved rooms found clean and free of debris? _____ (Yes or No)

If No, please explain in detail:

Any damage to furniture? _____ (Yes or No)

If Yes, please explain in detail:

Any damage to floors? _____ (Yes or No)

If Yes, please explain in detail:

_____ (Club Attendant Signature)	_____ (Date & Time)
_____ (Reserving Resident Signature)	_____ (Date & Time)
<p>*Resident may pick up their refund check the following business day (Monday– Friday) or the check can be mailed, providing the clubhouse was left in good condition.</p>	
Refunded Deposit On : _____ (Date)	Rec'd by _____ (Resident's Initials)
Approved By: _____ (Clubhouse Manager)	