



**Five Oaks Recreational Association
CLUBHOUSE BOOKING CONTRACT**

Five Oaks Recreational Association, Inc.	Name: _____
5109 Pine Cone Drive	Address: _____
Durham, NC 27707	_____
(919) 493-1495	Phone 1: _____
www.FiveOaksClub.com	Phone 2: _____
	Phone 3: _____
	Email: _____

Dues Paid in FULL? YES/NO	If NO, Amount Paid Today: \$_____
Five Oaks Renter? YES/NO	If YES, Owner/Landlord permission must be verified
	Contact Info: _____
	Date Verified YES/NO: _____ Initial _____

Date of Event: _____ **Time:** _____ **to** _____ **# of Attendees:** _____

Name of Caterer: _____ **Address&Phone:** _____

KEY# _____ **ISSUED DATE:** _____

ITEM		CHARGE
SECURITY DEPOSIT	Due on Date of Reservation	\$ 350.00 Cash / Check# _____
USER FEE	Based on # of Attendees	\$ _____
ABC LICENSE FEE \$20.00	See "ALCOHOL POLICY"pg.3	\$ _____
CLEANING FEE \$180.00	Optional for Groups of 49 or Less	\$ _____
SECURITY FEE \$75.00+	Applicable at FORA Discretion	\$ _____
*OTHER FEES		\$ _____
ESTIMATED TOTAL		\$ _____ Cash / Check# _____

NO REFUNDS WILL BE GIVEN FOR ANY REASON AFTER BOOKING

ELIGIBILITY: Please note that only Members in good standing (and current in all assessments) of the Five Oaks Recreational Association can host a clubhouse event. The Member signing this contract must be present during the event and assumes responsibility for the actions of all attendees.

DEPOSIT POLICY: All or part of your Deposit may be withheld and deposit checks cashed without notice if booking policies are not adhered to and/or cleaning procedures are not met. Additional Fees will be levied for any returned checks in the event we withhold your deposit. Any default in payment thereafter will be applied to your FORA Account and be subject to late fees and/or collections if prompt payment is not received.

USER FEES

<u>Number of Attendees</u>	<u>Applicable Fee</u>
0 – 25 (Weekday)	\$40 (Mon –Thurs - Booking Party Cleans)
0 – 25 (Weekend)	\$75 (Fri, Sat, Sun – Booking Party Cleans)
26 – 49	\$150 (Booking Party Cleans)
50 – 74	\$400 (Includes Cleaning Fee)
75 – 99	\$500 (Includes Cleaning Fee)
100 – 148 (Max Occupancy)	\$600 (Includes Cleaning Fee)

NOTE: The Five Oaks Multi-Purpose Room may be used FREE of charge based on availability

CLUBHOUSE RENTER INITIALS _____



Five Oaks Recreational Association (FORA) – Booking Policies

IMPORTANT: The booking host/hostess MUST be present from the start of the contracted event to the exit time for the event. The booking host/hostess assumes responsibility for the actions of their guests.

CALL OFFICE IMMEDIATELY IF DAMAGES/CLEANING ISSUES NOTICED BEFORE RENTAL

1. Payment of security deposit and user fee is due upon the signing of this contract.
2. Booking host/hostess agrees to pay for cleaning services, damages and/or replacement cost in the event of such occurrences or needed services.
3. ALL Parties MUST END by 12:00 midnight. One additional hour is allowed if host/hostess is cleaning
4. Bookings Contracts must be filled out by a Member 21 years of age or over.
5. SMOKING is NOT PERMITTED inside the Clubhouse – Dispose of cigarette/cigar butts in proper receptacles. Litter on FORA Grounds (including cigarette butts) will result in a cleaning charge.
6. NO Rice, birdseed, confetti, glitter, sand or hay is to be used at any Clubhouse function. NO Tacks, nails, staples, duct tape or tape on window is allowed to put up decorations – Evidence of the use of any of the above stated items will result in additional fees withheld from your deposit.
7. NO Beer Kegs or Coolers are allowed on the carpeted or wood floors of the Clubhouse. FORA recommends that these items be placed on the exterior deck or kitchen area.
8. By Law, the Booking Party may not charge admission for any part of any event held at FORA and may NOT charge any fee for alcohol.
9. NO OPEN FLAME of any kind allowed within 20 feet of buildings.
10. RECYCLABLE Items must be placed in proper recycling bins – Do Not Mix Recycling with Trash.

CLEANING CHECK-LIST

MAIN ROOM & CONFERENCE ROOM

1. Clean all table tops and remove any debris.
2. Vacuum Carpets completely (under tables and chairs)
3. Vacuum or Sweep hardwood floors (wet mop lightly if necessary)
4. Empty ALL trash bins, **tie bags securely** and place in large receptacles on rear deck (restroom exit).
5. Replace all emptied trash bins with proper liners that have been provided by FORA.
6. Replace ALL Furniture to its original place – DO NOT DRAG FURNITURE!!!
7. Clean fingerprints and smudges from all windows and glass surfaces.
8. Remove all decorations (including balloons) and discard properly
9. Clean and store any folding furniture that you have used.

KITCHEN AREA AND BAR

1. Clean all countertops thoroughly.
2. Sweep and mop floors
3. Clean all sinks
4. Remove any food/drink items that you brought from the premises of FORA.
5. Empty Trash (as stated above) and replace liners.

RESTROOMS

1. Sweep (and mop if necessary) Floors
2. Clean Sinks and countertops
3. Clean and Flush Toilets
4. Empty Trash (as stated above) and replace liners.

OUTSIDE

1. Clean decks and adjacent areas (including parking lot) of trash, cigarette butts, and other debris.

SECURITY CHECK LIST

1. LOCK ALL DOORS and check that security bars are firmly in place at both sliding glass doors.
2. Check Sliding Glass Door in Bar Area to ensure that security bar is in place
3. Turn Off all lights except for the light in the stairway and near the coat closet
4. Be certain to remove all personal items, lock the front door securely and place key in DROP BOX.

IN CASE OF EMERGENCY REFER TO EMERGENCY PHONE LIST NEXT TO FORA OFFICE

CLUBHOUSE RENTER INITIALS _____



**FIVE OAKS RECREATIONAL ASSOCIATION (FORA)
ALCOHOL POLICY**

FORA hereby disclaims any and all responsibility for all injuries and damages sustained by the booking party and his or her guests arising from or related to the consumption of alcohol while on the premises of the property owned by Five Oaks and after leaving the premises. The booking party agrees to indemnify and hold FORA harmless against all claims and lawsuits arising out of or relating to the use and consumption of alcohol on the premises by the booking party and his or her guests.

**FIVE OAKS RECREATIONAL ASSOCIATION (FORA)
TERMS and CONDITIONS of this CONTRACTUAL AGREEMENT**

I _____, a current Member of the Five Oaks Recreational Association, have read and understand the terms of the Five Oaks Recreational Clubhouse Booking Contract including the Alcohol Policy above. I agree to abide by all of the terms, conditions and payment procedures outlined therein.

I have read the booking policies and understand that any violation of these policies could result in an additional assessment and/or immediate termination of the event.

I have read and understand the cleaning and security checklist and agree to clean and secure the property according to the listed items therein. I understand that failure to meet the cleaning or security standards listed in this document may result in the withholding of all or part of my deposit without notice.

If I have paid in advance for FORA's Cleaning Service, I agree to return any furniture that I moved to its original position and to have all surfaces cleared, decorations removed and trash in trashcans. I understand that I may be charged additional fees for any moving of furniture or cleaning that would not be considered standard procedure for a professional cleaning service.

User Fees will NOT be refunded for any reason after receipt of this signed contract

SIGNED: _____ DATE: _____
Booking Member Signature

Member Witness: _____ DATE: _____
FORA Manager / Board Member

ADDITIONAL FEE SCHEDULE FOR CLEANING/SECURITY VIOLATIONS

SERVICE FEE (For any additional cleaning by FORA) \$75.00

IN ADDITION TO SERVICE FEE:

Vacuuming Needed	\$25.00	Bathrooms Need Cleaning	\$50.00
Sweeping Needed	\$25.00	Table Tops Need Cleaning	\$25.00
Mopping Needed	\$25.00	Trash Not in Receptacle	\$25.00
Furniture Needs Moving	\$25.00/Item	Decorations Not Removed	\$25.00
Doors Not Locked	\$50.00	Evidence of Rice/Glitter/Etc.	\$25.00
Key Not Returned	\$50.00	<u>RECYCLING Items in Trash</u>	<u>\$25.00</u>

****IF ANY OF THE ABOVE ITEMS ARE WITNESSED UPON YOUR ARRIVAL – CALL THE CLUBHOUSE OFFICE PHONE IMMEDIATELY (919) 493-1495. The answering service will record the time of your message. All damages reported after an event begins will be assumed by booking party who is hosting the event.**

CLUBHOUSE RENTER INITIALS _____



OFFICE USE ONLY:

Name of Member: _____ Date of Event: _____

Address: _____ Telephone: _____

KEY# _____ RETURNED DATE: _____

ENTIRE DEPOSIT REFUNDED: CASH/CHECK # _____

CASH Hand Delivered Date: _____ Check Voided/Filed Date: _____

Notes: _____

DEPOSIT WITHHELD: CASH/CHECK # _____ AMOUNT WITHHELD: \$ _____

Notice of Violation given Date: Message / Phone Conversation / In Person _____

Reason for cashing deposit: _____

CLUBHOUSE RENTER INITIALS _____