

FCE Homeowner Clubhouse Reservation Form - Community Groups/Recurring Rental

This form is to be completed for use of the clubhouse specifically for community groups, i.e. scouts, book clubs, bunco groups. Please email the completed form to info@foxcreekestates.org or mail/drop-off completed form with payment to confirm dates for your event.

Refer to our up-to-date calendar on the FCE website to confirm if your date(s) are available.

Payment must be made via check and either sent to P.O. Box 6284, Town and Country, MO 63006 or dropped off at 1209 Brushwood Circle. Please send two checks, **both made out to Fox Creek Estates:**

- One check in the amount of \$100 - this is the security deposit that will be held but not deposited. This check will be voided if the clubhouse is left clean and damage-free after the event.
- One check in the amount of \$75 - this is the rental cost of the clubhouse and will be deposited upon receipt. The \$75 rental fee entitles you to 1 rental day per month in the off-season (Labor Day - Memorial Day).

Clubhouse Rules and Regulations:

- ✓ Only residents of Fox Creek Estates can reserve the clubhouse
- ✓ Rental time not to exceed 3 hours per date
- ✓ Maximum number of guests is 60
- ✓ We kindly ask that you clean up after yourself while having an event. This includes but is NOT limited to:
 - Empty Trash Cans and put in dumpster outside
 - Take all food/containers with you when finished
 - Ensure all doors are locked before leaving
 - Wipe up spills on the floor, tables, counter, etc.
 - Make sure refrigerator and freezer are empty and left in same condition as you found them
- ✓ Residents that reserve the clubhouse are responsible for all guest and their actions
- ✓ Clubhouse and parking lot cannot be occupied past 9:00pm CST

Note: *In the event of ice & snow, the parking lot & entrance to the clubhouse will not be plowed. Please consider this when booking events during the winter months.*

Thank you,

FCE Board

I understand and will abide by the rules and agree to pay the required fees. I understand I am in charge of my guests' behavior. Anything broken will be the responsibility of the resident, and FCE Board reserves the right to charge for this. Abuse of the clubhouse can result in clubhouse / pool privileges being revoked.

Community Group: _____

Intended Date(s) of event: _____

Number of Guests: _____

Phone number: _____

Email address: _____

Resident Home Address: _____

Resident Signature: _____

Resident Name (Printed): _____ **Today's Date:** _____

Below section for Board Trustees Only:

☐ Security Deposit Check Received. Check No. _____

☐ Rental Fee Check Received. Check No. _____

Board Trustee Signature: _____ **Date Rental Approved:** _____