

Chestnut Springs Homeowners' Association

*c/o Timmons Properties, Inc.
2200 Hillsboro Road, Suite 200
Nashville, TN 37212
Phone: 615-383-1777 Fax: 615-383-2260*

Brentwood, TN 37027

We are happy to reserve the clubhouse in your name for the following dates:

_____ (Print)

Please fill out the enclosed paperwork and return it to:

Timmons Properties, Inc.
2200 Hillsboro Road, Suite 200
Nashville, TN 37212

With the paperwork, please include two checks made out to Chestnut Springs Homeowner's Association.

1. \$50.00 Rental Fee
2. \$250.00 Refundable Security Deposit

Sincerely,

Emma Schuman
Timmons Properties, Inc.
383-1777 ext. 10

Clubhouse Rental Agreement

1. Rental fee is \$50.00 and security deposit fee is \$250.00 payable in advance for the use of the Clubhouse. Rental is one day. Checks are to be made out to “Chestnut Springs Homeowner’s Association”.
2. Renter (homeowner) agrees to be responsible and liable for any damages or missing items above their deposit value and will reimburse Chestnut Springs Homeowners’ Association for these expenses. Damages (expense) above the security deposit value will be charged to the homeowners account immediately after the inspection of the clubhouse (or once a damaged value is calculated). If the appropriate charges are not paid within a 72 hours after the value is determined, the fees will be forwarded to the homeowner’s association attorney for collection. By signing this agreement, you (renter) are allowing Chestnut Springs HOA to collect the appropriate fees for all damages. Damages are defined as expense related to the clubhouse property, any other property that is directly or indirectly associated with the event at the clubhouse and the fault of renter’s guests, or renter.
3. It is agreed that the homeowner reserving the clubhouse is solely responsible for the actions of all persons attending the function. If in the opinion of the Board of Directors or the Managing Agent, the actions of those attending the function created a disturbance or nuisance to occupants of the development, the security deposit will be forfeited and/or reservation of the Clubhouse for a period of six (6) months will be denied.
4. It is the Renter’s responsibility to notify the clubhouse manager or Timmons Properties (383-1777) if there are damages or uncleaned areas before the renter starts to prepare for their event. Not notifying Timmons or the clubhouse manager, the renter is liable for the damages or uncleaned area.
5. The Clubhouse will be available for reservation only. All functions must be by personal invitation of the renter and renter must be in attendance at all times during the event. All reservations must be made 5 days in advance.
6. Only parties of 99 or less will be allowed in the Clubhouse.
7. Live bands and loud music will not be permitted.
8. All party activities will be within the Clubhouse. No loitering will be allowed on the outside grounds.
9. Alcoholic beverages will be permitted, but with moderation. No person under the age of twenty-one (21) will be allowed to attend if alcoholic beverages are present unless accompanied by parent(s) or guardian(s).

10. Rental Hours:
 - Sunday through Thursday-12:00 Noon 'til 11:00 PM
 - Friday and Saturday-10:00 AM 'til 12:30 Midnight
11. Thermostat can be adjusted but needs to be returned back to a setting of 78 degrees for air condition and 68 degrees for heat.
12. If the Clubhouse is not vacated by 12:30 AM you will forfeit your \$250.00 deposit.
13. **The Clubhouse must be cleaned by 8:00 AM the following day.** Clubhouse manager will inspect shortly after. (See Appendix cleaning check list). An incomplete cleaning of the clubhouse will forfeit a renter's **\$250.00 security deposit.**
14. The renter will return the clubhouse to its original condition (as received). Failure to do so will result in the forfeit of the \$250.00 security deposit (See Appendix – Cleaning Tips).
15. Only homeowners are permitted to reserve the Clubhouse. Homeowner must be present during the entire time that the Clubhouse is being used for reservation function.
16. All decorations the interior of the Clubhouse and shall not be attached by nails, tacks, staples, tape or any other material that will damage the Clubhouse. Any holes found in the walls, paint removed by tape (or any other substance) on the walls or furniture will be an automatic forfeit of the security deposit (interior or exterior). Signs, balloons, etc. outside the clubhouse are acceptable but are not to be attached to the structure that will damage the clubhouse (nails in wall, tape that remove the paint when removed, etc).
17. Exterior doors will be kept closed during functions.
18. No pets are allowed in the clubhouse.
19. The HOA reserves the right to refuse Clubhouse reservations at their discretion.
20. No Smoking inside clubhouse
21. No parking on the grass
22. If a lawsuit is necessary, the homeowner who reserved the Clubhouse will pay all legal fees and court costs.

23. Reservation forms and checks should be mailed to:
Timmons Properties, Inc.
2200 Hillsboro Road, Suite 200
Nashville, TN 37212
24. Rental fee, security deposit and request form will be sent to Timmons Properties and must be received at least two weeks prior to reservation date. If information is not received two weeks in advanced, the date reservation will be canceled. Do not submit you information to the clubhouse manger he will give it back to you. This is not the Clubhouse mangers responsibility.
25. The renter must call the clubhouse manger two days before the function to make arrangements to obtain the key and have a walkthrough before obtaining the clubhouse key. The key will be given to you no sooner than 24 hours before your event and shall be returned back to the designated alternative person no later than 24 hours after your event.
26. Renter agrees to hold the Association harmless for any liability arising from actions of owners, tenants, agents or guests.
27. Renter understands the Clubhouse Rental Agreement and will abide with it. Further renter understands that if he or she violates any of these conditions, the use of the Clubhouse will be revoked and will have to vacate the Clubhouse immediately.

Date: _____

Renter's Name (Print): _____

Renter's Name (signature): _____

Address: _____

Appendix - Cleaning Checklist – *Check list is not all inclusive but merely a guide to help the renter make sure the clubhouse is clean and acceptable for inspection*

1. All trash (inside clubhouse and parking lot) shall be placed in the outside trashcan in the back of the clubhouse.
2. Trashcans should be clean and not residue of drink or food stains.
3. All counter tops, tables, window sills, etc should be wiped down and have NO liquid marks, food residue, finger prints etc on them.
4. Windows, door windows, and mirrors handprint free/smudge free.
5. All floors should be mopped, vacuum and swept (whichever is applicable).
6. Furniture, tables, lamps, accessories, etc are to be returned to it original place if moved (see Furniture Appendix). **It is not recommend for furniture to be moved** but is permitted. Moving the furniture around the renter assumes the risk if furniture is damaged, broken, or causes damaged in the clubhouse.
7. All decorations are to be removed after the event is over.
8. All windows & doors are to be locked.
9. Inspect all walls to make sure they are clean.
10. Bathroom
 - a. Sinks and toilets cleaned and sanitized.
 - b. Floor mopped
 - c. Mirror has no smudges
 - d. Trashcan empty and clean
11. Kitchen
 - a. Sink is clean.
 - b. Dishwasher and refrigerator empty and wiped out (interior)
 - c. Coffee pot clean
 - d. Countertops, appliances, sink, cabinets (all wiped down, no reminisce of food, liquid marks)
 - e. Floor swept and mopped
 - f. Trashcan clean
12. Main Room
 - a. Furniture return to original place (if moved).

(Appendix - Cleaning Checklist – continued)

- b. Check for trash, food, etc under furniture.
 - c. Floor to be swept, vacuumed and dust mopped. (**Do not** “wet mop” the floor. Wet mopping the floor can potentially leave water marks and damage to the floor”)
 - d. Door windows clean of hand smudges, food, liquid marks.
 - e. Curtains are hanging correctly.
 - f. All tables wiped down and have no food, liquid residue.
 - g. TV and radio off.
 - h. Pillows placed back on sofa and chairs as they where originally.
 - i. Front and back door locked.
13. Table Room (Room with big table)
- a. Table cleaned and wiped down (no food or liquid marks)
 - b. If moved table and chairs returned back to their original placement in the room (center of the room).
 - c. Exterior doors locked
 - d. Door windows and windows clean.
 - e. Floor vacuumed.
14. Front side room
- a. Rug swept and vacuum
 - b. Windows cleaned
15. Outside
- a. Parking lot trash picked up
 - b. Exterior signs or decorations removed
 - c. Front and back porch swept and trashed removed.
 - d. Tables and chairs cleaned
 - e. Grill (if used) charcoal extinguished and placed in metal bucket (bucket is in storage room). Bucket is to be left next to the grill.
16. Card Tables and chairs (in storage room)
- a. Tables and chairs cleaned
 - b. Tables and chairs placed back in storage room behind kitchen.
17. All lights are to be turned off in the interior of the clubhouse on vacating the clubhouse. Front and back exterior lights are to be left on.
18. Cleaning equipment & cleaners are the responsibility of the renter to provide. Some basic cleaning equipment is providing by the lesser. Equipment included is mop, broom, dust pan, mop bucket, & dust mop.
- a. When cleaning is complete all equipment is to be returned back to the storage racks in the storage room.
 - b. Mop and bucket rinsed out.