

- Kitchen: Lessee may use the kitchen appliances, dishes, glasses, silverware, and serving items provided all are cleaned and returned to original place.
- Smoking is not permitted in the Clubhouse.
- Injury/Loss/Damage: Lessee shall provide BLCC written proof of liability insurance. Lessee agrees to assume all responsibility for personal injury, loss and/or damage to personal and clubhouse property, and agrees to indemnify and hold BLCC harmless for any loss, injury or damage occurring on the premises or related to Lessee's rental of the clubhouse.
- Opening Procedure: Clubhouse Manager will provide Lessee with opening procedure.
- Closing Procedure: Lessee agrees to return facilities and equipment to its original condition and place and comply with closing procedures attached, no later than midnight of the date of rental. Failure to comply will result in forfeiture of some or all of security deposit, at the discretion of BLCC.
- Security Deposit: Lessor will return security deposit within 14 days of satisfactory clubhouse inspection following rental.
- At the discretion of BLCC, a cancellation fee of \$100 may be charged if Lessee cancels this rental agreement.

Lessee _____ Telephone _____

Address _____

BLCC _____ Date _____

**Birchwood Lakes Colony Club
Clubhouse Rental Checklist
And Closing Procedures**

In winter turn heat down to 62 degrees. In summer turn off.

Remove all Lessee food items in refrigerator.

Run and empty dishwasher.

Put away all dishes, stemware, and silverware used.

Remove all trash to outside trashcans. Blue or red for recyclable/black for trash. Do not forget waste cans in bathrooms. Recyclables must be removed from plastic trash bags and dumped in blue bins.

Remove any and all decorations.

Wipe and clean countertops and sweep floor. Do not use detergent or water on clubhouse floor. BLCC will complete cleaning after rental.

Return all tables and chairs to storage room.

Turn off all lights except one sconce over plaque (rear wall).

Return keys to Clubhouse Manager. Failure to return the keys will result in a fee of \$100 deductible from the security deposit.