



Stansbury Service Agency Clubhouse Rental Agreement

Name/Lessee: _____ Phone #: _____

Address: _____

Email Address: _____ Type of Function: _____

Rental Date: _____ Number of Guests Expected: _____

Area Rented:

_____ Upper Floor/ veranda (upstairs deck area)

_____ Lower Floor (includes outdoor patio area)

_____ Full Building (upper/lower)

Rental Time Period: _____ am/pm to _____ am/pm or Entire Day 8am-10pm _____

When selecting your rental time. This includes set up and clean up time.

A mandatory deposit of \$300 is required to reserve the requested date of the Club House Building. This deposit is NON-Refundable and goes toward the total rental cost.

If the Lessee needs to cancel the reservation and payment was made beyond the \$300 deposit, the rest will be refunded if we have 72-hour notice.

In exchange for the sum of \$300.00, the Stansbury Service Agency agrees to reserve the space stated above for the lessee for the time frame and date stated above. This is a NON-Refundable fee.

Please sign & date for \$300.00 being paid.

Signed: _____ Date: _____

Lessee

Signed: _____ Date: _____

Stansbury Service Agency

The remaining Balance of \$ _____, Is due the day before the event and before the key is given.

Reservation Rates are as follows:

Resident Rates:	Non- Resident rates:
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2024 Clubhouse Schedule Fees (Friday/ Saturday/ Sunday)				
Clubhouse Rates:	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs OR Downstairs:	\$135	\$695	\$190	\$910
Entire Building:	\$190	\$1,340	\$215	\$1,550
2024 Clubhouse Schedule Fees (Monday/Tuesday/Wednesday/Thursday)				
Clubhouse Rates:	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs OR Downstairs:	\$110	\$590	\$165	\$805
Entire Building:	\$165	\$1,125	\$190	\$1,390

Damage/cleaning fee refundable deposit: \$1,200 (Hold with a card or Check)
Alcohol Serving Fee: \$400
Nonrefundable Deposit to book Reservation: \$300

- The Upstairs Rental includes 101 Chairs, 11 round tables that are (6ft), and 9 rectangle tables that are (6ft x 2 ½ ft)
- The Downstairs Rental includes 96 chairs, 10 round tables that are (6ft) and 7 rectangle tables (6ft x 2 ½ ft)
- Each table can have up to 8 people. To sit more comfortably, we recommend 6 at each table.

Additional Fees

*An upfront damage/cleaning fee of \$1200 will be charged prior to receiving the keys. * See cleaning & checkout list.

*If Lessee would like to have Alcohol, there is an additional \$400 fee.

* There is a \$25.00 replacement fee for a lost or unreturned key. The key must be returned to the slot provided at the Club House on the event day by 10:00 pm.

*If any damage occurs to the building or equipment therein, the lessee will be charged \$1,200.00 and held accountable for the full repair cost.

*If the Lessee is found using the reserved place before the agreed time, the Lessee will be responsible for paying for the additional hours.

The Lessee will need to provide a credit card, cash, or check to be held for the fees listed above. Please sign initials _____.

(Below To Be Filled Out In Office)

*The lessee has received a copy of the following:

_____ Stansbury Service Agency Clubhouse Rental Agreement

_____ Clubhouse Cleaning and Checkout List

Lessee has paid in full in the amount of: _____ Date: _____

How was amount paid: online _____ Card _____ Check _____

Lessee has picked up Key # _____

Lessee agrees to pay the above-listed amount and follow all the Clubhouse Rental Rules, as stated.

Lessee understands that the Stansbury Service Agency is not liable for any accident, incident, injury, or damage that may occur on the property, due to negligence or recklessness on the part of the lessee or their guests.

Signed: _____ Date: _____

Lessee

Signed: _____ Date: _____

Stansbury Service Agency

Cleaning & Check-out List

Cleaning supplies on both levels are in the kitchen. Extra bathroom toiletries can be found in the lady's room cabinet.

Upstairs:

- Vacuum all carpeted areas (this includes lobby and hallway areas).
- Sweep and mop kitchen and bathroom floors
- Wipe off kitchen counters and stovetop
- Wipe off tables and chairs. Put tables and chairs back in the closet (there are two closets for chairs and tables).
- Remove food from refrigerator.
- Wipe down inside of refrigerator.
- Clean bathroom sinks, mirrors, and toilets.
- Empty all garbage cans, including restrooms, and replace them with liners provided in cleaning closets. Place garbage bags outside in the dumpster on the far side corner of the parking lot.

Downstairs:

- Sweep and mop floors of rooms, hallways, lobby, bathrooms and kitchen (we have a swifter or mop you can use).
- Wipe off kitchen counters and stovetop.
- Wipe off tables and chairs. Return to closet.
- Remove food from refrigerator
- Wipe down inside of refrigerator
- Clean bathroom sinks, mirrors, and toilets.
Empty all garbage cans, including restrooms, and replace them with liners provided in cleaning closets. Place garbage bags outside in the dumpster on the far side corner of the parking lot.

We are happy to provide the cleaning supplies, but if any of the supplies are taken from the building, an additional fee of \$200 will be charged.