

Falling Waters Clubhouse Private Rental Event Information

- 1 COMPLETE THE FALLING WATERS CLUBHOUSE PRIVATE RENTAL INQUIRY FORM
 - Send the form to the Activities Director at activitiesfallingwaters@gmail.com along with any other required documentation.

- 2 PRIVATE EVENT RENTAL DETAILS
 - Private rentals are allowed based on availability to Falling Waters residents who are in good standing and current with all dues and assessments. ("Resident" refers to either an Owner or a current Renter at time of event).
 - Private rentals must be booked at least 30 days prior to the event and can be booked up to 6 months prior.
 - The rental is for the exclusive use of the Clubhouse ONLY -- NOT INCLUDED are the pool, clubhouse deck, or any other amenities on the grounds.
 - Private events are limited to a maximum of 4 hours and will not extend beyond 10 pm; unless other arrangements are agreed upon by both parties in writing and may incur an additional fee. Any such agreement will be an addendum to the contract.
 - Set up and delivery times must be requested, negotiated and mutually approved by both parties 30 days prior to the event. An additional fee may be charged by Falling Waters.

 - Rental Costs:
 - \$500 Facility Rental Fee, \$500 Security Deposit, \$125 Cleaning Fee.
 - A \$250 non-refundable deposit (half of the Facility Fee) is due upon the execution of the Clubhouse Lease Agreement.
 - Balance of all fees and security deposit are due no later than 30 days PRIOR TO THE EVENT.

 - All checks are to be made payable to: Falling Waters Activities.
 - Resident must obtain a one-million dollar (\$1,000,000) liability insurance policy for the day of the event. The Falling Waters Master Association must be named as "additional insured" on the policy. Proof of this policy must be given to the Activities Director NO LESS THAN 15 DAYS prior to the event.
 - Resident must provide a complete alphabetized list of guests to the Activities Director no less than 7 days prior to the event. Only guests on the list will be admitted after showing proper ID to the gatehouse attendant.
 - The Resident who signs the Rental Agreement must be present for setup, all event deliveries, the duration of the event, and for the final clubhouse inspection with the Activities Director or designee.
 - The Resident who signs the agreement is responsible for informing all event attendees that ALL Clubhouse Rules and Regulations are to be strictly followed.

- 3 Failure to comply with any of these requirements will result in event cancellation and forfeiture of the non-refundable deposit.