

Coventry Villas Clubhouse Rental Request Form

Coventry Villas resident name and Unit # requesting clubhouse rental

Name _____ Unit # _____

Requested Date _____

Requested Time from _____ am / pm to _____ am /pm

Estimated number of guests expected _____

The clubhouse is available to all residents and their guests throughout the year.

Terms and conditions:

1. The fee to rent the clubhouse is \$30 per event and payment is expected in advance. Please send checks payable to Coventry Villas and mail to: Sunrise Property Management Group, PO Box 402, Huntertown, IN 46748. **A second check for \$100 for a deposit must be included which will be returned if all guidelines listed below are followed.**
2. When renting the clubhouse the use of the pool area, exercise room and library are not included in the rental.
3. The resident renting the clubhouse must be present at all times while the clubhouse is being rented.
4. There are 2 round tables and 6 card tables (seating for 32) that remain out at all times. Please do NOT put them in storage when finished. One serving table and one trash can will be set up at least one day before. This table should also remain out when finished.
5. If residents and guests would like to use additional tables or chairs within the clubhouse, it is their responsibility to set them up and to put them back when finished.
6. All residents renting the clubhouse are responsible for cleaning up after their event and for any damage caused by themselves and their guests. Please leave the clubhouse as clean as you found it by sweeping the floors and cleaning the bathroom
7. Please do not tape anything to the walls. Removing the tape or any other adhesive can damage the newly painted walls
8. This form can be found in the clubhouse and on the website: www.sunrisepropmgt.com
9. Please continue to use the sign- up sheet in the exercise room to reserve the clubhouse.
10. Enjoy the clubhouse!