

# BIRCH HOLLOW ESTATES CLUBHOUSE USE APPLICATION

Applicant Name: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

Applicant Telephone #: \_\_\_\_\_

Requested use date: \_\_\_\_\_

Requested use time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

---

Approximate # of People: \_\_\_\_\_

## BHEPOA USE ONLY

Inspected By: \_\_\_\_\_

Security Check Received By: \_\_\_\_\_



## Terms and Conditions

1. Only Association Members in good standing may rent the Clubhouse. Satisfactory inspection is obtained by the execution of numbers 4 and 5 of this application as well as numbers 4-8 in the Kitchen policy agreement. If these items are not met, BHE POA will retain the security deposit to pay for proper cleaning of the premises.
2. Usage fee is \$200.00, payable to Birch Hollow Estates Property Owners Association (BHEPOA). In addition, a \$100.00 Security Deposit is required. One check for \$300.00 is acceptable. This Security Deposit of \$100.00 will be refunded upon satisfactory inspection of the Recreation Center no later than one week after the Event.
3. The duration of the Event is limited to four (4) hours with an additional one (1) hour set-up and one (1) hour clean-up allowing applicant a total of six (6) hours. Events exceeding the limits will be subject to an additional Use Fee. The Event must terminate no later than 10:00 PM.
4. This Use Agreement pertains only to the Clubhouse and the surrounding recreation area and does not include the Pool.
5. The Recreation Center/Kitchen/Bathrooms must be cleaned and returned to their original condition after the Event. All supplies must be provided by the renter. No Alcohol permitted on the premises.
6. ALL Garbage generated by the Event (including bathroom trash) must be taken from the premises by the renter after the Event.
7. An additional fee of \$150.00 may be paid for a Cleaning Service and Trash Removal. The additional \$150.00 should be included with the User Fee and the Security Deposit. (Contact Agent for details)
8. The Applicant is responsible for any damage to the Recreation Center and its environs resulting from the Event. If the Security Deposit is insufficient, additional charges will be made to the renter upon repair or replacement.
9. BHEPOA assumes no responsibility for any injury to any person associated with the Event.
10. BHEPOA will be held harmless from any and all liability in conjunction with the Event.
11. All outside vendors brought in to cater, entertain, etc. **must provide a certificate of insurance.** BHEPOA will not be responsible for any damages or injuries etc.
12. This completed Application Form (including copies of the Vendor insurance pages) must be returned to BHEPOA, 145 Jay Rd, Effort, PA 18330, along with the aforementioned Use Fee and Security Deposit at least two (2) weeks prior to the requested use date.

### AGREEMENT

Applicant \_\_\_\_\_ BHEPOA Agent \_\_\_\_\_

\_\_\_\_ *I accept and agree to all terms and conditions outlined in the Application/Agreement.*  
\_\_\_\_ *I wish to include Cleaning and Trash Removal*

\_\_\_\_\_  
PRINT NAME

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE