



Clubhouse Reservation Information

The Hickory Hill Clubhouse is part of the Condominium community, and all Unit Owners are welcome and encouraged to enjoy the venue. It is meant for social gatherings of up to 50 people and may not be used for business or commercial activities. Linens, tableware, glassware and silverware, are available for use to avoid the purchase of paper products. A “wagon” is available for helping get food/beverages in and out of the clubhouse and is stored in the women’s locker room closet.

KEYPAD ACCESS: R&D Property Management will provide a temporary access code prior to your event. Lock the clubhouse at the end of your event.

Please know that a paid rental reservation can override a non-paid event.

With any event, whether community event or private rental, unit owners must be present.

RELEASE AND INDEMNIFICATION OF ALL CLAIMS FORM

A signed Release and Indemnification of All Claims Form, along with any required Certificates of Insurance, must be on file with the property management company prior to the event date.

1. **Community use:** The clubhouse may be reserved for event use, without cost , as long as it is open to the entire community. e.g.: card club, bunko, or maybe a movie night or sport event.

To reserve it for a function ... Please call or email the Property Manager (R&D Property Management of WNY) at 716-688-2083 or Brandon@rdwyn.com at least 48 hours in advance. The master calendar will be checked and if the date is open, the reservation will be placed on the calendar.

It is expected that at the end of your event the clubhouse will be respected and returned to the way you found it.

2. **Private Use:** The clubhouse is available for rental, if Unit Owners would like to host a private event that may include Hickory Hill Owners and/or non-Hickory Hill residents.

To reserve it for a function ... Please email the Property Manager at Brandon@rdwny.com or call their office at 716-688- 2083 at least 48 hours in advance. The master calendar will be checked and if the date is open, the reservation will be placed on the calendar.

Once again, the Unit Owner must be present during rental activity.

Secure the date by sending in your checks \$50 rental and another \$100 security deposit. Your security deposit will be returned if a post event inspection shows no damage.

The use of the pool and pool area is PROHIBITED for all guests attending a rental event at the clubhouse.

A user check list is attached to the reservation form, for your reference in preparation for post event walk-through inspection to assure security deposit return.

In case of a problem during your event, call the office at 716-688-2083.

You have until 11:00 AM the next day to return cleaned linen and complete the final cleaning, at which time lock the clubhouse. The clubhouse will then have a post-event walk through to assure no damage and the return of the security deposit.

Management processes checks once a month - please allow 4-6 weeks for security deposit return.

HICKORY HILL ESTATES CONDOMINIUM: Clubhouse Rental Agreement

Requested By: _____

Phone # _____

Address: _____

Desired Date: _____ Number of People attending: _____

Will Liquor be Served: _____ Will Vendor be Hired: _____

If Yes: Vendor company name: _____

This Agreement must be submitted to R&D Property Management of WNY, along with a fifty dollar (\$50.00) non-refundable rental fee. A hundred dollars (\$100.00) refundable security deposit is also required (if not previously submitted) to confirm your reservation.

Checks should be made payable to HICKORY HILL ESTATES CONDOMINIUM

This Rental Agreement is granted and accepted upon the following covenants and conditions:

1. That Lessee (Unit Owner) agrees this reservation is for the main room and patio area of the clubhouse only. The bathroom facilities, and other common areas, may be used in accordance with condominium regulations; however, Lessee will not have exclusive use.
2. That Lessee shall be responsible for cleaning the premises at the end of the rental period and restoring the premises to its original condition. Lessee acknowledges receipt of the attached Checkout List and Clubhouse Rules and Regulations.
3. That Lessee shall be responsible for and shall reimburse Lessor (Hickory Hill Estates Condominium) for any damage to the premises during the rental period.
4. Lessee agrees that any amount due for damage or abuse above normal wear and tear will become an outstanding assessment against Lessee and will be treated as such.
5. Should the Lessee permit or allow the use of any alcoholic beverages on the premises or common areas of Hickory Hill Estates Condominium, Lessee shall provide Lessor with a Certificate of Insurance providing Personal Liability Coverage for not less than \$500,000 naming Hickory Hill Estates Condominium as an additional insured. Insurance Certificate must be accepted by the Lessor prior to the event date.
6. Should the Lessee hire a vendor (caterer, party supplier) to be on-site during the rental period, the vendor must provide a Certificate of Insurance with Personal Liability Coverage for not less than \$500,000 naming Hickory Hill Estates

Condominium as an additional insured. Insurance Certificate must be accepted by the Lessor prior to the event date.

Hickory Hill Estates Condominium assumes no responsibility or liability for loss or damage to the user's personal property (or that of his or her guests) and/or rental property. The person who signs the Clubhouse Rental Agreement is responsible for the Clubhouse and its contents until such time as the Clubhouse has been checked. In addition, this person, and all his/her guests using the common areas, as well as their legal representatives, shall agree to hold Hickory Hill Estates Condominium and , all other Homeowners and the property management company harmless from and against any and all damage and/or Injury (including death) relating to the usage of the Clubhouse and all other common areas.

I have read and understand the Clubhouse Rental Agreement, Clubhouse Rules and Regulations and Clubhouse Checkout List and will comply with all requirements.

Signature

Date

Address

Office Use Only

\$50.00 RENTAL FEE

\$100.00 SECURITY DEPOSIT

Check number:

Returned:

RELEASE & INDEMNIFICATION ON FILE

INSURANCE CERTIFICATES ON FILE

From:

HICKORY HILL CLUBHOUSE POST EVENT CHECKLIST

The Security deposit will be returned promptly, after a board member or representative completes a full post event inspection.

These are the items that will be reviewed, and owners should use this form for their own final checklist.

___ Kitchen

___ Dishes etc, run through the dishwasher and returned to cabinets

___ Sink cleaned

___ Coffee pots cleaned

___ Dish towels laundered and returned to drawer

___ Refrigerator emptied of ALL food and wiped clean

___ Bathroom: cleaned and waste baskets emptied

___ Furniture: returned to original position

___ Carpets : vacuumed

___ Tablecloths laundered and returned to hangers

___ Tables and Chairs stacked in the hallway

___ All lights , fans and fireplace, turned off

___ All doors locked: there are 5....

2-sliding glass doors, 2bathroom doors and front door

___ **All garbage must be removed from clubhouse and brought to owners receptacles .**

IF ALL OF THE ABOVE ARE COMPLETED, YOUR SECURITY DEPOSIT WILL BE RETURNED.