

# CLUBHOUSE RENTAL APPLICATION

(Revised 01/2025)

## COPPERFIELD NEIGHBORHOOD ASSOCIATION CLUBHOUSE

1336 Copper Run Blvd.

Lexington, KY 40591

(859) 219-1340

Reservations: Stacy Salyer

### MEMBERSHIP INFORMATION

Today's Date: \_\_\_\_\_

Member Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Telephone No: \_\_\_\_\_

Day

Evening

### RENTAL INFORMATION

Function Date: \_\_\_\_\_

Time Requested: From: \_\_\_\_\_ am/pm To: \_\_\_\_\_ am/pm

**Remember:** The rental fee reflects facility use for **SIX HOURS** and any additional time must be requested and approved in advance by the management and is subject to additional fees.

**Notes:** All parties must end by **1:00 am**. The member is responsible for compliance with noise ordinances and any illegal uses of the clubhouse. Parties/events with DJ's are **NOT** permitted.

Rentals shall not be used to sell products to the general public. Only Tupperware/Basket/Jewelry/Home Interior type parties are permitted. The Copperfield Neighborhood Association, through its Board, reserves the right to reject any rental deemed by it to be too "commercial" in its scope and use. There is to be no mass marketing/advertising efforts made for attendance (no email, door-to-door, or similar campaigns). Only the Renter's personal invitation circle of friends and family are to be invited. Violation of this rule will result in loss of deposit. The rental for political candidates or political campaigns is not permitted. Neighborhood sponsored events are excluded.

Facility Use Purpose:  Party  Meeting  Other (please list) \_\_\_\_\_

Approximate Number of People Attending: \_\_\_\_\_

Time Required for Setup: \_\_\_\_\_

\*\*\* The Copperfield Neighborhood Association Board reserves the right to modify this rental application at any time. \*\*\*

## **RENTAL FEES AND DEPOSIT REQUIREMENTS**

### **RENTAL FEES:**

<b>Rates (All Days)</b>	
Before 4:00 p.m.	\$100.00
After 5:00 p.m.	\$100.00
<p>There are two rental periods per day. Rentals can be anytime during the day up to 4:00 pm, with a different rental period starting at 5:00 pm. This allows for maximum use of the Clubhouse by accommodating up to two rentals per day if needed. The time between 4:00 pm and 5:00 pm is to be used for clean up from the previous rental and/or setup for the next rental.</p> <p>If you wish for your rental time to stretch beyond 4:00 pm or begin prior to 5:00 pm, the renter will have to pay for the rental period for <b>BOTH</b> time periods - Before 4:00 pm <b>AND</b> After 5:00 pm for a total of \$200.</p> <p>Example: Rental that runs from 3:00 pm to 9:00 pm on Saturday is \$200.00.</p>	
<b>Basement Rental</b>	
Before 4:00 p.m.	\$75.00
After 5:00 p.m.	\$75.00
<p>The basement can be rented in conjunction with the main floor in which the interior basement door will be unlocked and give access to both floors.</p> <p>The basement of the Clubhouse has an exterior entrance and can be rented separately from the main floor. If the basement is rented stand-alone, there will <b>NOT</b> be access to the main floor. Although the basement does have bathrooms, there is <b>NOT</b> a kitchen or refrigerator.</p>	

**The Clubhouse has a maximum occupancy upstairs of 100 persons. The basement can accommodate an additional 100 persons. These numbers are NOT to be exceeded and are dictated by Fire Code.**

1. Rentals are to Copperfield Neighborhood Association members **ONLY**. The CNA member will provide the deposit payment, the rental fee, and **must attend the entire event**.
2. The CNA member reserving the Clubhouse is responsible for all activities during the rental period. There shall be no illegal activities conducted in the Clubhouse during the rental period, including the sale of alcohol to any person. In addition, providing alcohol to any person under the age of 21 is strictly prohibited and illegal. Any illegal activity conducted on the property shall result in the loss of the entire deposit. In such a case, the CNA member shall be responsible for any damage in an amount over and above the lost deposit due to illegal activity. The CNA member agrees to indemnify and otherwise hold the Copperfield Neighborhood Association harmless for any damages to any person or property resulting from the negligent, wanton, or intentional actions of any person or persons attending the Event for which the Clubhouse is rented.
3. Access to the Clubhouse will be granted the day of the rental to the CNA member who has reserved the Clubhouse and provided the deposit. The CNA member will be provided with a temporary number code to unlock the deadbolt on either the front and/or basement door, depending on the rental. This temporary code will expire automatically at the end of the time designated per the rental agreement. It is the CNA member's responsibility to make sure the Clubhouse is secure upon final exit.
4. No access to the office area of the Clubhouse is permitted during rentals.
5. The Copperfield Pool is **NOT** and **CANNOT** be part of the rental. Pool Membership is required to access the pool deck.
6. During pool season, no person attending a rental shall enter the Clubhouse with wet clothing (i.e. wet bathing suits).

### **DEPOSIT AMOUNT: \$200.00**

1. Deposits will not be refunded if damage to the Clubhouse or furniture occurs during the rental. The Clubhouse will be inspected for damage after each rental. If there is damage that you find prior to your rental, it is important to notify the Clubhouse Manager either by email and/or at (859) 219-1340 (leave a message if no answer) and indicate the specific damage you have observed. If possible, photos should also be taken to denote the damage and include in the email.

2. If damage is determined to be valued in excess of the deposit provided, the CNA member shall be responsible for any amount over the deposit amount. Should any legal action be necessary to enforce any terms of this contract, the CNA member shall be responsible for reimbursing the Copperfield Neighborhood Association for reasonable legal expenses.
3. You are responsible for cleanup after your event. This includes cleaning the kitchen area, sweeping the floors, removing the trash, and cleaning the tile areas. A failure to cleanup after the event will result in the loss of your deposit.
4. No tape, nails, clips, etc. are permitted to be attached to the walls, doors, trim, fixtures, etc. for any reason. These materials damage the surfaces and their use will result in the loss of your deposit.
5. The check for the deposit will be shredded (or returned to you upon request) after completion of the rental and it is verified that the Clubhouse is damage free and properly cleaned.
6. All returned checks will be subject to a \$25.00 fee.

**TOTAL RENTAL FEE:** \_\_\_\_\_

**TOTAL DEPOSIT:** \_\_\_\_\_

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**Please submit two separate checks for payment and rental fee.**

Make checks payable to: COPPERFIELD NEIGHBORHOOD ASSOCIATION, INC.

Contact the Clubhouse Manager, Stacy Salyer, by email: [COPPERFIELDCLUBHOUSE@GMAIL.COM](mailto:COPPERFIELDCLUBHOUSE@GMAIL.COM) or by phone at (859) 219-1340 to make clubhouse reservations. The rental agreement, rental payment, and rental deposit can be placed in the black drop box at the front entrance to the Clubhouse (checks only in drop box, please). Arrangements may also be made with the Clubhouse Manager to have the rental agreement, rental payment and rental deposit hand delivered to her at the Clubhouse.

CHECK INFORMATION: Name: \_\_\_\_\_

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

Check # (Rental): \_\_\_\_\_ Check Amount: \_\_\_\_\_

Check # (Deposit): \_\_\_\_\_ Check Amount: \_\_\_\_\_

**I have received a copy of the rules and regulations for renting the Clubhouse and agree to abide by those set forth and recognize that any damage to the Clubhouse or furniture within will result in a loss of my deposit.**

\_\_\_\_\_  
SIGNATURE (CNA MEMBER)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF AUTHORIZING AGENT

\_\_\_\_\_  
DATE