

Springbrooke Clubhouse Reservation Request

Full Name _____ Home Phone _____

Springbrooke Address _____

Date Request _____ Time of Event _____

Number of Guests _____ Type of Event _____

Please submit two separate checks to Springbrooke Condominium: the first check needs to be written in the amount of \$50.00 for the rental fee, which will be deposited after your event; the second check needs to be written in the amount of a \$100.00 deposit, which is refundable, based on the condition in which the Clubhouse is left after your event. The checks and rental agreement need to be turned in to: **Towne Properties, 6540 Centerville Business Pkwy, Centerville, OH 45459.**

Please contact Towne Properties at 937.222.2550 to make arrangements for the pick-up of the Clubhouse key. Weekend events require a Friday pick-up, between 2:00 p.m. and 5:00 p.m., and a key drop Monday morning, no later than 9:00 a.m. For your convenience, there is a drop box to the left of the main door, in which you may return the Clubhouse key. If you use the drop box option, please place the key in a sealed envelope, with your name and address.

PLEASE READ AND INITIAL THE FOLLOWING:

_____ The Clubhouse rental does not include the swimming pool.

_____ The Clubhouse rental does not include the lower level area.

_____ The resident renting The Clubhouse must be present during the entire event.

_____ No vehicles may be parked on Brookmeadow Drive.

_____ The Clubhouse key must be returned to the manager's office. If the key is not returned, there is a \$450.00 charge for a lock replacement.

_____ Smoking is not permitted.

_____ Heat must be turned down to 60° upon leaving, and the A/C should be turned off completely.

_____ All trash, including restrooms, must be removed from The Clubhouse and disposed of at your unit.

_____ The Clubhouse must be cleaned and vacuumed prior to returning the key to Towne Properties.

Resident Signature _____

Date _____