WOODMONT
Natural and secluded

Woodmont Community Association

The Clubhouse at Woodmont Reservation Agreement

The Club at Woodmont is for the use of residents only.

• 4120 WOODMONT PARK LANE • LOUISVILLE • KENTUCKY • 40245 •
• WWW.MYWOODMONT.COM •

PROCESS FOR RESERVING THE CLUBHOUSE AT WOODMONT:

https://www.signupgenius.com/go/904044da5ae2ca7fd0-2021



By clicking on the link above, you will see the following:



Find the date that you wish to reserve and check the "SIGN UP" box on the "HOMEOWNER" line. Click on "SUBMIT AND SIGN UP" at the bottom of the screen

NOTE: If you have a SIGNUP GENIUS ACCOUNT, log in. If not, follow the instructions to create an account.



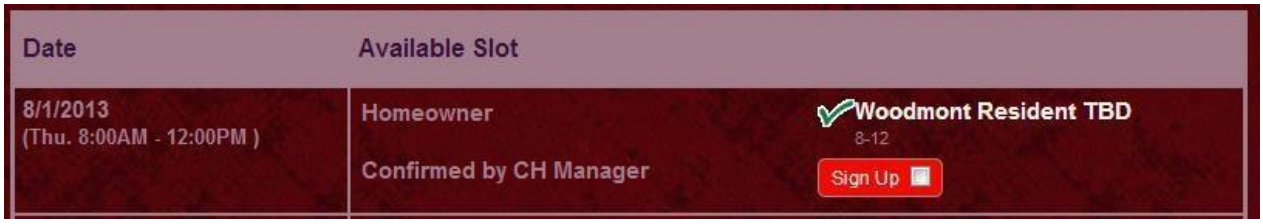
Once logged in, you will see the:

In the "SPECIFIC TIME CLUBHOUSE IS NEEDED", please enter the time for your event. In the "PHONE" field, enter the best number to reach you for any questions.



Click on "SIGN UP NOW!"

The schedule will then show you as the Homeowner reserving the clubhouse.



Please deliver the contract, deposit check and the rental payment check to: (Make checks payable to:
Woodmont Community Association
Attn: Christie Wilkinson, Mulloy Properties
PO Box 436989
Louisville, KY 40253

Once all the information necessary has been received, Mulloy will confirm the reservation. The calendar will then appear as below. Please check back after submitting the contract and checks to verify your reservation.



If you have any questions, please send email to: cwilkinson@mulloyproperties.com or call 502-498-2409.

Thanks,
Christie Wilkinson, Property Manager
Mulloy Properties

Please contact: Cammie Byrd, cebyrd021@aol.com, 502-609-4902, or Fred Byrd, Fred.byrd03@gmail.com, 502-797-3771, for clubhouse access!

Use policy for the Club House

When using the clubhouse, we ask when you are finished to please leave everything as you have found it. All cleaning materials are provided for your use in the supply closet located in the kitchen.
DO NOT MOVE THE TABLES to accommodate your function without prior approval. The legs will break if not moved properly and you will be responsible for any and all charges for the replacement or repair. In addition, your deposit will not be refunded as stated in the contract.
The keycard to the front door will be given to you so when you leave the clubhouse, you will be able to lock and unlock the door at your convenience. The clubhouse must be locked at all times when it is unattended. At the end of your function, you must follow the checklist provided to clean and lock up properly. If you do not perform the necessary tasks, you will be asked to return to the clubhouse. Please make sure the alarm is set and all doors are locked when you exit.

If you have any questions, please contact:
Christie Wilkinson, Property Manager
Phone: 502-498-2409, Email: cwilkinson@mulloyproperties.com

- Do not pin decorations to the walls
- No smoking permitted in the clubhouse
- Smoking is permitted outside
- Do not discard cigarettes on the ground or in the mulched or grassed areas
- Do not park in the circle drive other than to load or unload your vehicle

Alcoholic Beverages: Alcoholic beverages and bartenders are not provided through the Woodmont Community Association. It is the Reserving Party's responsibility to secure a bartender to serve alcoholic beverages to their guest. If the private function is being given for a person under 21 years of age, no alcoholic beverages are permitted. No caterer or bartender may consume alcoholic beverages while a function is in progress, even if invited to do so.

Chaperones/Under 21: If the private function is being given for persons under 21 years of age, the Woodmont Community Association will require a specific number of chaperones and the Association must approve the chaperones before the Reservation agreement is accepted.

Conduct: The conduct and actions of the guest are the responsibility of the Reserving Party. If the conduct of the guest during the function becomes rowdy or destructive, the function may be terminated immediately, and all guests will be required to leave the premises. In this case, no refund of the Rental Fee or Damage Deposit will be given.

Music: Live or recorded music is not permitted outside The Club after:

- 8 PM EST Sunday through Thursday (except on Holiday Eve's)
- 11 PM EST Friday and Saturday
- 11 PM EST on Holiday Eve's

Cancellation: In the event the Reserving Member must cancel this Reservation Agreement, the Reserving Party must give the Woodmont Community Association sufficient notice to allow the space to be made available to others. **A full refund will be made if the cancellation is made with the acknowledgment of the Woodmont Community**

Association within three (3) weeks prior to the date of the function. EXCEPTIONS: December functions cancelled after December 1, May functions cancelled after May 1, and June functions cancelled after May 15 will result in forfeiture of the Rental Fee.

Indemnification: The Reserving Party herby indemnifies and holds the Woodmont Community Association harmless for any and all injury occurring during, or resulting from, the function anticipated by this Reservation Agreement.

Additional Terms/Conditions:

The undersigned Reserving Party has read and agrees to abide by the terms of the foregoing Reservation Agreement.

ACCEPTED BY:
Woodmont Community Association

By: _____

Date: _____

ACCEPTED BY:
Reserving Party

By: _____

Date: _____

Funds collected, totaling $ _____, submitted to **Mulloy Properties** on _____.

Reserving Party Name: _____

Reserving Party Address: _____

Home Phone: _____
Cell Phone: _____
Business Phone: _____

Date of Function: _____
Type of Function: _____
Attending: _____

Function Begins / Ends: _____ Vacate Time: _____

Will alcoholic beverages be served? Yes No

➢ Please note: Kegs are not permitted inside of The Club at Woodmont. Kegs are permitted on the Club's deck area as well as the area directly below the deck by the pool.

Rental Fee Rates

Clubhouse Rental Fee - $200.00 – Clubhouse main level only

Clubhouse & Pool Rental –$400.00 – **clubhouse must be rented with pool**- up to 20 guest– *please complete additional paperwork for pool rentals – additional rules for reservations - Fee must be paid **in addition** to the clubhouse rental fee.*

Damage Deposit: $200.00.

Please draft two (2) separate checks (Rental Fee & Damage Deposit) made payable to Woodmont Community Association mailed to the following address:

Woodmont HOA
c/o Mulloy Properties PO
Box 436989

Louisville, KY 40253

Please contact: Cammie Byrd, cebyrd021@aol.com, 502-609-4902, or Fred Byrd, Fred.byrd03@gmail.com, 502-797-3771, for clubhouse access!

Clubhouse Rental Fee For This Rental $ _____
Pool Use Rental Fee For This Rental $_____ (Add on. Must also pay clubhouse rental fee)
Clubhouse Damage Deposit Fee For This Rental $_____

Total Clubhouse & Pool Rental Fees Paid: _____ Date Paid: _____ Check:_____
Total Damage Deposit Fees Paid: _____ Date Paid: _____ Check:_____
Last day to cancel and receive full refund of Rental Fee and Damage Deposit: _____

You will be responsible for any damages to the clubhouse or its contents that occur as a result of your function. Please notify me of any occurrences immediately or upon returning the keycard. Thanks!

Was damage deposit refunded? Yes No If not, explain circumstances: _____
_____
_____

THE RENTAL FEE is due in full, and this Reservation Agreement must be complete at the time of reservation. The reservation is not confirmed until this Reservation Agreement is signed and all information pertaining to the function has been submitted to the Woodmont Community Association, the Rental Fee and the Damage Deposit are paid in full.

THE DAMAGE DEPOSIT must be paid in full at the time of reservation by check. The Damage Deposit will be shredded by Mulloy Properties after the function if there is no damage to the facility or furniture and accessories, all items are accounted for, and clean-up as described in this Rental Agreement are performed. The Reserving Party's liability is not limited to the amount of the Damage Deposit. **The Damage Deposit shall be forfeited if furniture is moved without prior authorization.**

The clubhouse is rented as is. The HOA does not make any assertion regarding the condition of the furniture or equipment. By renting, you agree to take the clubhouse as it is and to leave it in the same condition you found it. The HOA is not responsible for any issues that come during the rental such as broken equipment or furniture.

RULES AND REGULATIONS FOR THE CLUB AT WOODMONT

The Club at Woodmont Hours: Private functions may not extend past Midnight, Sunday through Thursday, or past 1:00 a.m. Friday and Saturday. All guests must have vacated The Club by this time, allowing the caterer and/or host/hostess to clean up and close the facility.

Rental Premises: Only The Club and the exterior patio/deck are to be utilized by the Reserving Party during the private function. THE EXERCISE FACILITY OR THE LOWER LEVEL MAY NOT BE USED IN CONJUNCTION WITH THE CLUB. IF THE POOL IS TO BE UTILIZED, AN ADDITIONAL FEE MUST BE PROVIDED.

The Club Furniture: The furniture may not be moved unless arrangements have been made through the Woodmont Community Association and an agreement for additional fees and liability has been established.

Decorations, Rental and Personal Effects: All decorations must be removed during clean-up operations at the close of the private function. The Woodmont Community Association is neither responsible for nor liable for any decorations, party supplies, rental furniture or equipment provided by the Reserving Party or on the Reserving Party's behalf, or any personal items brought in or left by the Reserving Party and/or guests. Rental furniture and other items must be removed immediately after the function unless arrangements have been made through the Woodmont Community Association for next business day pick-up in order to make the Club available to other Members. **DO NOT tape or pin any decorations on walls or woodwork.**

Clean-up/Catering: Food and beverage services are to be handled by the Reserving Party through a caterer of the Reserving Party's choice. The Woodmont Community Association reserves the right to refuse the use of the facility to any caterer who has catered previous functions and has not returned the facilities to their prior condition. **The Reserving Party is responsible for removing all leftover food, serving pieces, linens, soiled plastic, paper, china or glass plates, flatware and refuse removed from the building**. If the caterer does not perform these tasks or if there is no caterer, the Reserving Party is responsible.

Additional Fees for Clean-up, Destruction or Rule Breaking: Rice, confetti (of any sort), glitter birdseed, etc. are not permitted. **No taping or pinning decorations to drywall allowed**. Should this provision be violated, a minimum $25.00 damage assessment will be withheld from the Damage Deposit placed with the Woodmont Community Association. Additional fees will be charged to the Reserving Party if (a) excessive debris from decorating is not cleaned up from the hardwood or carpeted floors (including paper, tape, food and beverage); (b) the Reserving Party or caterer does not leave the kitchen as it was found if all leftover food and garbage is not taken to the dumpster located in The Club parking lot; or (c) if the guests or entertainer(s) are unruly, destructive, or fail to abide by the Association's rules (i.e., no smoking inside the building, no alcoholic beverages consumed by persons under 21 years of age, no drugs brought onto The Club property including the parking lot, etc.) The Reserving Party may also lose privileges to use The Club for future functions.

Parking /Loss Prevention: Except for loading and unloading, parking is not permitted in the circle entrance to The Club or at the curb. Parking is permitted in designated areas only with ample spaces available. The association is not

responsible for security or for the Reserving Party's property or guest during the function. The Reserving Party may hire security officers if desired.

Please contact: Cammie Byrd, cebyrd021@aol.com, 502-609-4902, or Fred Byrd, Fred.byrd03@gmail.com, 502-797-3771, for clubhouse access!

Cleaning Checklist & Closing Instructions

Kitchen

- ☐ Clean countertops, sink and faucet
- ☐ Empty trash and take it to dumpster – all trash must be placed in a garbage can in the enclosure. Do not sit bags on the concrete platform. If garbage cans are full, please notify me immediately.
- ☐ New liner in the trash can
- ☐ Icemaker turned to "stop" position
- ☐ Clean spills off walls, cabinets, dishwasher and refrigerator
- ☐ Remove all food from refrigerator and freezer
- ☐ Mop floors – mop and cleaner in kitchen closet

Party Room and Living Room

- ☐ Clean any spots on rugs immediately – carpet cleaner
- ☐ Clean all glass tabletops - Windex
- ☐ Vacuum – no liquids, please! Empty vacuum after each use.
- ☐ Sweep hardwood floors – then use Swiffer for Wood floors
- ☐ Clean fingerprints off glass deck doors and front doors

Bathrooms

- ☐ Empty trash
- ☐ Sweep floors
- ☐ Clean sinks and faucets, mirrors and toilet seat

Closing Instructions

- ☐ All inside lights and fans off (including bathrooms)
- ☐ Front porch and deck lights on (Lights are on sensor for security purposes)
- ☐ Deck doors locked (push on them to assure the lock is secure)
- ☐ Basement door locked
- ☐ Bring cushions in from deck
- ☐ The thermostat is set to 65 (Heat) or 72 (Air). Do not adjust more than 2-3 degrees at a time
- ☐ Fireplace turned off
- ☐ TV off
- ☐ Set alarm
- ☐ Pull handle to make sure the front door is locked.

WOODMONT COMMUNITY ASSOCIATION
ADDITIONAL AGREEMENT FOR POOL USE WITH CLUBHOUSE RENTAL

Date of Reservation: _____ ***2 weeks advance notice for pool rentals is required***

Event Start Time: _____

Event End Time: _____

Type of Event: _____

Approximate number of guests using pool (maximum 20): _____ (Homeowner must provide a list of guest names to the lifeguard upon arrival).

Responsible Woodmont Homeowner Name: _____

Responsible Woodmont Homeowner Address: _____

1. The resident reserving the clubhouse must be present at the event and is responsible for actions of their guests while using the facility.
2. Guests must wear proper attire and respect the privileges of The Woodmont Community. For safety, children are not allowed outside the pool gate or in any room inside the clubhouse not included in the agreement. Resident hosting event will be responsible for ensuring children have adult supervision.
3. Cancellation of a reserved time must be received in writing 14 days prior to the reserved date to receive a refund.
4. All pool rules must be adhered to.
5. The Woodmont Clubhouse and Pool may not be rented by anyone who has an outstanding balance in community assessment fees.

SIGNATURE OF RESIDENT / HOMEOWNER: _____

PRINTED NAME: _____

DATE: _____