

Little Spring Farm Homeowners Association

The Clubhouse at Little Spring Farm Reservation Agreement

The Clubhouse at Little Spring Farm is for the use of residents only.

PROCESS FOR RESERVING THE CLUBHOUSE AT LITTLE SPRING FARM:

1. Visit the link below:

<https://www.signupgenius.com/go/904044DA5AE2CA7FD0-little>

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

2. 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:

3. In the **"SPECIFIC TIME CLUBHOUSE IS NEEDED"**, please enter the time for your event.
4. In the "PHONE" field, enter the best number to reach you for any questions.
5. Enter your Little Spring Farm address
6. Click on **"SIGN UP NOW"**
7. The schedule will then show you as the Homeowner reserving the clubhouse.
8. Please deliver and or mail the contract, deposit check and the rental payment check to: (Make checks payable to: Little Spring Farm HOA)

Attn: Elgin Garrett, Mulloy Properties, PO Box 436989, Louisville, KY 40253

Once all the necessary information has been received, Mulloy will "Confirm" the reservation, next to your requested date.

***Payment must be received within two (2) weeks of reservation or hold on date will be cancelled.**

If you have any questions, please send email to: egarrett@mulloyproperties or call 502-498-2407.

Thanks,
Elgin Garrett, Property Manager
Mulloy Properties

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 hall.

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 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 or your deposit will be forfeited.

If you have any questions, please contact:

Elgin Garrett, Property Manager

Phone: 502-498-2407, Email: egarrett@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 Little Spring Farm HOA. It is the Reserving Party's responsibility to secure a bartender to serve alcoholic beverages to their guests. If the private function is being given for persons 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 Little Spring Farm HOA 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 Clubhouse after:

- 9 PM EST Sunday through Thursday (except on Holiday Eve's)
- 12 AM EST Friday and Saturday
- 12 AM EST on Holiday Eve's

Cancellation: In the event the Reserving Member must cancel this Reservation Agreement, the Reserving Party must give the Little Spring Farm HOA 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 Little Spring Farm HOA 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 hereby indemnifies and holds the Little Spring Farm HOA 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:

Little Spring Farm HOA

ACCEPTED BY:

Reserving Party

By: _____

By: _____

Date: _____

Date: _____

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

Reserving Party Name: _____

Reserving Party Address: _____

Home Phone: _____

Date of Function: _____

Cell Phone: _____

Type of Function: _____

Business Phone: _____

Attending: _____

Function Begins / Ends: _____ Vacate Time: _____

Will alcoholic beverages be served? Yes No

➤ Please note: Kegs are not permitted inside of The Club at Little Spring Farm. 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 Individual/Homeowner: Monday – Thursday \$ 200.00 and Friday - Sunday \$450.00

Cleaning fee: \$125.00

Damage Deposit: \$1,000.00

Please draft two (2) separate checks (Rental + Cleaning Fees & Damage Deposit) made payable to Little Spring Farm HOA and return to:

Mulloy Properties

Attn: Elgin Garrett

PO Box 436989

Louisville, KY 40253

Clubhouse Rental Fee For This Rental \$ _____

Cleaning Fee For This Rental \$ _____

Clubhouse Damage Deposit Fee For This Rental \$ _____

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.

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 Little Spring Farm HOA, 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 destroyed 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.**

ACCESS

You will receive a code by text to lock and unlock the clubhouse. Your time will begin at 10am, the day of the rental and end at 2am, the morning of the next day. This lock is found on the door to the far left when facing the clubhouse. The dumpster key can be found in the mop closet hanging on a lanyard, directly behind the closet door.

RULES AND REGULATIONS FOR THE CLUBHOUSE AT LITTLE SPRING FARM

The Club at Little Spring Farm 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.**

The Club Furniture: **The furniture may not be moved unless arrangements have been made through the Little Spring Farm HOA 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 Little Spring Farm HOA 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 Little Spring Farm HOA 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 Little Spring Farm HOA 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 not a caterer, the Reserving Party is responsible.

Additional Fees for Cleanup, 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 Little Spring Farm HOA. 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.

Cleaning Checklist & Closing Instructions

Kitchen

- Clean all debris off countertops.
- Empty trash and take to dumpster – all trash must be placed in a garbage can in the enclosure. Please do not leave any trash outside of the enclosure
- New liner in the trash can
- Please ensure Icemaker turned to “stop” position
- Clean up any spills
- Remove all food from refrigerator/freezer, cabinets & counters

Party Room and Living Room

- Remove all debris, decorations, paper products, and food
- In the event of a spill, clean spots on rugs immediately – carpet cleaner located in cleaning closet
- Return all tables and chairs to their original location

Bathrooms

- Remove any and all debris
- Empty trash cans

Closing Instructions

- Remove any and all decorations and debris from deck area
- Bring in any additional table/chairs used and place in original location
- Turn off all inside lights and fans (including bathrooms)
- Front porch and deck lights stay on (lights are on sensor for security purposes)
- Ensure deck doors are locked (push on them to verify the lock is secure)
- Ensure basement door is locked
- Thermostat set at 65 (Heat) or 72 (Air). Do no adjust more than 2-3 degrees at a time
- Ensure fireplace turned off
- Ensure TV off
- Pull handle to make sure the front door is locked.

We are fortunate and appreciate the opportunity for our residents to enjoy rental of the clubhouse. We just ask that you please be respectful, and leave it in the same condition you found it in. Thank you!