

Brighton Eastbrooke Clubhouse Post-Rental Checklist

Function must end no later than 1:00 AM; cleanup must be complete by 1:30 AM

**Homeowner/Resident must be present for the entire length of function
or your deposit may not be refunded!**

RENTER'S NAME

EB UNIT #

DATE

At the end of the event renter's must:

- ☐ Clean & sanitize all tables, chairs, knobs & surfaces used
- ☐ Clean & sanitize kitchen including counters, sink, inside/out of refrigerator, stove/oven, knobs, etc
- ☐ Clean & sanitize both bathrooms including counters, sink, toilet, knobs, etc
- ☐ Place all tables & folding chairs back to original position
- ☐ Place all wooden furniture back to original position
- ☐ Remove all trash, including bathroom & outside. *Deposit in trash toter at rear exit of Clubhouse*
- ☐ Remove any decorations from all surfaces (i.e. windows, doors, etc.)
- ☐ Mop all floors, including kitchen, halls, baths. *Rinse mop out thoroughly so will not smell!*
- ☐ Turn off air conditioners and/or fireplace
- ☐ Place 2 metal rolling carts in their original position
- ☐ Complete Cleaning log located in Kitchen
- ☐ Close & Lock all doors/windows
- ☐ Deposit key in mailbox outside entry door

Signature of Renter

Date

Sign & leave on Clubhouse kitchen counter.

- Vehicles are prohibited to cross the creek bridge for any reason. Therefore, plan accordingly to carry in / carry out all items. Advise caterers.
- If tables / folding chairs / furniture / carts are damaged/broken, please place a note on them & leave them away from wall so issue can be addressed. It would be unsafe for the next function to use a broken item.
- Fireplace is presently not operational.

POST-FUNCTION INSPECTION: All of the items above must be addressed by the renter. On the day of or morning after a Clubhouse event, Eastbrooke staff will inspect the clubhouse. Any item that fails to pass the post-rental inspection will be documented and reported to the Portfolio Manager.

RETURN OF SECURITY DEPOSIT: Security deposit will be returned to Owner/resident within two to four weeks following your function, as long as: there is no damage to the premise, no extraordinary cleaning is required and there are no Clubhouse violations, and the key has been returned. If repairs and/or cleaning are required, the cost of such services will be deducted from the security deposit.

ANY OWNER WHO IS IN ARREARS (OWES MONEY TO THE CONDOMINIUM ASSOCIATION) IS NOT ALLOWED TO RENT/USE THE PROPERTY AMENITIES, AS PER THE GOVERNING DOCUMENTS OF THE PROPERTY. THIS INCLUDES THE CLUBHOUSE, POOL OR TENNIS COURTS.

BE SURE YOUR ACCOUNT IS PAID IN FULL BEFORE YOU RESERVE OR USE THE CLUBHOUSE. IF YOU RENT YOUR CONDOMINIUM OUT, YOUR TENANT WILL NOT BE ALLOWED TO USE THE AMENITIES EITHER.