

Chapel Hill Condominium Clubhouse  
3350 Green Road  
Ann Arbor, MI 48105  
734.761.2430

Clubhouse Contract - Non-Member

Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Day Time Phone Number: \_\_\_\_\_ Other Phone Number: \_\_\_\_\_  
Requested Date: \_\_\_\_\_ Requested Time: \_\_\_\_\_

Room Requested:	_____ Upstairs (Max 120)	_____ Cardroom (Max 40)	_____ Conference Room (Max 50)
Deposit Required:	\$ 500.00	\$ 300.00	\$ 300.00
Charge Per Room:	\$ 350.00 minimum	\$ 150.00	\$ 150.00

Whole Clubhouse: \$ 800.00 deposit  
Rental Charge: \$ 500.00

Name of Group, Club, or Organization requesting use of the Clubhouse: \_\_\_\_\_  
Type of function to be held (please describe): \_\_\_\_\_  
Number of people attending function: \_\_\_\_\_

Will alcohol be served at this function? Yes \_\_\_\_\_ No \_\_\_\_\_  
Will there be dancing at this function? Yes \_\_\_\_\_ No \_\_\_\_\_

AGREEMENT BETWEEN CO-OWNER/RESIDENT AND THE ASSOCIATION:

I, \_\_\_\_\_ understand that the Chapel Hill Clubhouse may be used for the above purpose only on the date and at the time specified above. I agree to post a deposit of \$ \_\_\_\_\_ with the Chapel Hill Condominium Association. This payment will be made in the following manner

(Please check one):

\_\_\_\_\_ Total deposit of \$ \_\_\_\_\_ paid at the time of reservation.  
\_\_\_\_\_ Deposit of \$50.00 paid at the time of reservation with the balance of \_\_\_\_\_ due within two weeks of date of function.

I UNDERSTAND THAT UNTIL THE DEPOSIT IS MADE, THE REQUESTED DATE IS NOT RESERVED IN MY NAME. I also understand THAT FAILURE TO POST SAID DEPOSIT WILL RESULT IN THE RESERVATION BEING CANCELLED WITHOUT NOTICE. I additionally agree that posting of said deposit shall not limit my liability to pay for damage occurring to the premises during the function or for any necessary cleaning required to return the facilities to their original condition. I will not hold the Association responsible for failure to provide services over which the Association has no control. I understand that an attendant charge of \$ 10.00 per hour or any fraction thereof will be added to my bill. It is understood that the charges for the use of the Clubhouse will be deducted from the above mentioned deposit. I also understand that in the event the charges exceed the deposit, I will be billed the additional amount and agree to pay the additional amount due within ten (10) days after receipt of an itemized statement. **ANY ICE MUST BE STORED IN COOLERS AND NOT IN THE FREEZER. THIS RULE IS DUE TO DAMAGE DONE WHEN BAGS OF ICE HAVE BEEN THROWN IN THE FREEZER CAUSING THE COMPARTMENT TO CRACK. ALL DECORATIONS, ESPECIALLY BALLOONS, MUST BE TAKEN DOWN. THE CLUBHOUSE ALARM SYSTEM HAS A MOTION SENSOR ON IT. ANY MOVEMENT ONCE SET, WILL CAUSE THE ALARM TO GO OFF. NO FOOD OR DRINK ALLOWED ON THE CARPET IN THE "BLUE ROOM".**

**Note:** If you are doing any decorating of the clubhouse, do not put any tape on windows, walls or woodwork!!

**Parking:** You must park on Burbank or Bolgos where there are signs "Clubhouse Parking."

**Hours:** Sunday through Thursday you must be cleaned up and out by 10:00 pm  
Friday and Saturday, You must be cleaned up and out by 11:00pm

\*\*\* IF, FOR ANY REASON, I DO NOT ATTEND AND REMAIN AT THE FUNCTION I AM SPONSORING THROUGH CLEAN-UP AND SIGN THE PARTY REPORT FORM (AFTER SHOWING ID) I WILL FORFEIT MY ENTIRE DEPOSIT\*\*\*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Do not write below this line)

As an employee of the Chapel Hill Condominium Association, I acknowledge receipt of \$ \_\_\_\_\_ to serve as a deposit for rental of the Chapel Hill Clubhouse.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_