

# CLUBHOUSE RENTAL ROOM

*Harborwalk, 433 Shipyard Way, Lorain, OH 44052*

CONTACT: Janet Garcia (440) 396-5027

To confirm your requested date, please return this form with payment to:

Harborwalk Homeowners Association  
 c/o JAS Management  
 530 Broadway, 3<sup>rd</sup> floor, Lorain, OH 44052

RENTAL FEES *	
¼ day = up 3 hours	\$25
½ day = up 6 hours	\$50
Full day = up to 12 hours	\$100
*include setup and breakdown in rental hours	

Please send 2 checks

- 1 for rental fee
- 1 for deposit \$100.00 \*

Checks payable to:  
 Harborwalk Homeowners Association

\*weekly/monthly rental needs 1 security deposit  
 \* Reoccurring weekly rental not guaranteed, priority given to resident special event rental  
 \* security deposit will be refunded per inspection of room (see end of event checklist)

Items in the clubhouse room				
6 – 5’ round tables	2 – 30”x72” rectangle tables	56 dining chairs	6 bar stools	1 sofa
3 side lounge chairs	1 coffee table	flat screen TV	warming oven	microwave oven
full-size refrigerator	4 chafing dishes	coffee urn	3 – 30” round tables (deck)	9 chairs (deck)

Name of Property Owner/Tenant	
Address	
Contact Phone Number	
Date of Event	
Time of Event	
Type of Function	
Number of Guests	
Rental Fee Check Number	
Security Deposit Check Number	

## Harborwalk – Clubhouse Terms of Rental

1. Arrangements confirmed by contacting: Janet Garcia (440) 396-5027
2. All HOA fees must be current in order to rent the Clubhouse Room upstairs.
3. Only owners/residents may reserve the Harborwalk Clubhouse room.
4. Gatherings are prohibited if they involve any personal gain or collection of donation of funds or materials for any person, group or organization (including charitable and political organizations).
5. Hours of operation for day of rental: 9:00 am until 12:00 midnight
6. Party activities are confined to the upstairs rental room.
7. No smoking is allowed in the Clubhouse. (Please do not throw cigarette butts on the ground (this includes grass and mulch areas, along with pool and parking areas).
8. DECORATIONS: No rice or confetti PLEASE! No loose helium balloons, these can get caught in sprinkle heads, ceiling fans, and possibly interfere with cameras. Helium balloons must be put on weights. **NO TAPE ALLOWED or materials that can damage walls (thumbtacks, nails).** DO NOT TAPE anything on the window coverings installed along Sunset Avenue as tape will damage the film covering these windows.
9. Kitchen facilities are to be used for minor preparation. Any outside cooking (such as clambakes or grilling must be done in front of the clubhouse at least 10' away from the building within the parking area located in front of the clubhouse). Food preparation is strictly prohibited within the fenced pool area and the surrounding grass areas of the clubhouse.
10. Any use of surrounding parklands or city streets is prohibited without prior approval by the property manager. Such use is subject to the laws of the city of Lorain and may require the renter to obtain special permits.
11. Any rental furniture you bring in must not damage carpets, floor or walls and must be removed by midnight the day of the rental.
12. No outside structures, such as tents, awnings, volleyball, badminton etc. are allowed.
13. No animals allowed.
14. A telephone line has been installed for your convenience. The number is 440-288-2626. All long distance calls are blocked.
15. In case of emergency, please call 911 and notify Janet Garcia the next day at 440-396-5027.
16. Questions – contact: Anthony Giardini 440-759-2920  
Janet Garcia 440-396-5027

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



# **Clubhouse ~ End of Event Checklist**

At the end of your event, please leave the clubhouse and equipment as nice or nicer than you arrived. Please use the checklist and leave the completed checklist in the kitchen on the counter.

## **END OF EVENT CHECKLIST:**

- Clean countertops in kitchen and bathroom  
(cleaning supplies under sink and in storage room)
- Wash, dry and reshelv any dishes or utensils used
- Clean up spillage in microwave, oven warmer and refrigerator
- Clean kitchen sink
- Mop/wipe spills on tiled floor areas
- Vacuum carpet (vacuum in storage room)
- Chairs/Tables put away
- Furniture returned to original position
- Trashed bagged up and left by stairwell
- Bathrooms clean and toilets not running
- Lights turned off
- Key left in last drawer by refrigerator

Clubhouse inspected by	
Date	
Return full deposit	<input type="checkbox"/> yes <input type="checkbox"/> no

Notes
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