

**Collingwood Pointe at the Preserve Association**  
**CLUBHOUSE RESERVATION AGREEMENT**  
**PLEASE PRINT**

Resident's Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

Email Address \_\_\_\_\_ Cell/Work Phone \_\_\_\_\_

Day and Date of Reservation \_\_\_\_\_

I wish to use the clubhouse between the hours of \_\_\_\_\_ and \_\_\_\_\_

\*The clubhouse must be cleaned and vacated by 11:00PM the day of the event

The renting party shall be an owner or resident who must also be in attendance during the entire function

In the spirit of fairness. Thanksgiving week and Christmas week, through New Year's Day will be allocated by a drawing if more than one person requests the same date. The Thanksgiving drawing will held on Sept. 30: and the Christmas drawing on Oct.31.

**THE CLUBHOUSE WILL NOT BE AVAILABLE TO RENT ON THANKSGIVING OR CHRISTMAS DAY.**

I will have no more than \_\_\_\_\_ guests present at my function.

I understand that the exercise room and the pool area are not available for use by me or my guests during the event. The green space opposite of the clubhouse may only be used until 9:00 pm \_\_\_\_\_ (initial)

Date and Time I will be present during the pre-inspection \_\_\_\_\_  
(Within 24 hours of the event)

Date and Time I will be present at the post-inspection \_\_\_\_\_  
(Within 24 hours of the event)

You will be contacted by the Clubhouse Chairperson to confirm your rental, inspection and information session.

If you ARE NOT contacted 7 days prior to the event date, please notify a member of the Clubhouse Committee: Dottie Harmon 614-600-8670 - 4605 Wenham Park  
Lynne Talbott 614-282-6928 - 4662 Wenham Park

**TWO CHECKS ARE REQUIRED TO RESERVE AND SCHEDULE THE RENTAL:**

One for the \$50.00 rental fee, and the second for the \$200.00 security deposit\*

Make checks payable to: Collingwood Pointe at the Preserve  
And deliver checks to a member of the Clubhouse Committee

\*Once the post-inspection is completed, and the clubhouse is found to be in the same condition during the pre-inspection, the security check should be:

1. RETURNED \_\_\_\_ or 2. SHREDDED \_\_\_\_ (check your option)

I, \_\_\_\_\_ agree to the following:

**I have read the following documents, which provide the Clubhouse reservation Information, and I understand that my guest must abide by these rules and procedures.**

(Documents are located under the CLUBHOUSE tab at the bottom of the website home page.)

Clubhouse Handbook Information \_\_\_\_\_ (initial) page 27

Clubhouse Reservation Procedure \_\_\_\_\_ (initial) page 31 & 32

Clubhouse Reservation Agreement \_\_\_\_\_ (initial)

Clubhouse Cleanup Checklist \_\_\_\_\_ (initial) page 33

I have requested the event date with a member of the Clubhouse Committee

**I fully understand that any and all costs incurred by, and/or penalties assessed by Collinwood Point Condominium Association through the use of these facilities by me and/or my guests shall first be deducted from my deposit, and that I will pay any additional balance due upon presentation of a statement detailing additional costs or penalties.**

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**RESIDENT'S SIGNATURE**

**TODAY'S DATE**

**5/31/2023**