Tink Wig Property Owners Association Clubhouse Rental Policy & Procedures

- The Clubhouse is available for rental anytime between 9am to 11pm, with the following exceptions
 - No rentals between the hours of 11 AM to 6 PM, 7 days a week during the time periods the pool is open.
 This would include at a minimum weekends during most of June and every day thereafter until Labor
 Day.
 - No rentals shall take place during Board Meetings, Annual Membership, and Budget meetings.
- You need to call the office (570-685-7800) to confirm a date prior to submitting your application for clubhouse rental
- Tink Wig Property Owners Association members in good standing, registered tenants/renters can rent the Clubhouse, upon approval of the Executive Committee for private affairs of a family, social, athletic, or other non-commercial activity.
- Sales of alcohol beverages are prohibited. You may have alcoholic beverages, but you cannot sell them.
- Clubhouse application requirements
 - Completed application
 - Copy of the Property Owner's Homeowner's Insurance policy.
 - One check for \$150.00, non refundable to hold your date and use the clubhouse.
 - One check for \$150.00 cleaning/damage deposit, refundable pending inspection.
- Clubhouse Event guidelines
 - Set up and takedown of tables and chairs are the responsibility of the renter please use tablecloths on all tables.
 - All decorations must be taken down after event.
 - Any helium balloons must be weighted down prior to bringing into Clubhouse.
 - Wipe down all surfaces, vacuum/sweep all floors.
 - o If you need to set up prior to the actual event schedule, you must contact the office for approval

Pricing Schedule

Clubhouse Rental Fee	\$150.00
Coffee Machine	FREE
Chairs/Tables 10 Round Tables (8-table) 4 Long How Many Needed	FREE
Is a steam table needed YesNo	
Damage/cleaning deposit (refundable after inspection of the clubhouse) Please issue separate check for damage/cleaning deposit	\$150.00
Total Amount Due:	\$

The Clubhouse will be checked for cleanliness, theft, and vandalism. The Member associated with the event, will be charged for any cleanup and/or repair or replacement of missing/damaged furniture, fixtures and equipment.

TWPOA CLUB HOUSE AGREEMENT

Date of Rental:	Time Period of Rental:		
Type of event to be held:			
# of Attendees	Organization or Group Affiliation:		
Name of Property Owner (Lessee):			
Signature:			
Lot # Address:			
Phone #:			

By signing this form, you hereby release the Association and its members from all responsibilities and liability and you specifically assume all liability in any action for damages with may arise from any kind of injury whatsoever that may at any time occur upon premises, or that may arise from any cause whatsoever.

As a condition for the rental and use of the Clubhouse, you agree to accept and use the premises AT YOUR OWN RISK. Therefore, the lessee for themselves, their heirs executors, administrators, successors and/or assigns herby expressly release and forever discharge and further agree to save harmless, exonerate, defend and indemnify the Association and its members, agents, servants, employees, directors and officers from any and all claims action, damages, losses, liabilities, and cost whatsoever, including attorney fees, whether due to negligence or otherwise, for any loss or damage to property or injury or death to any person, and/or guest and/or invitees arising from any and all causes whatsoever, including but not limited to the following:

1) The rental or use of, or activities conducted in or about the premises, its faculties or surrounding premises;

2) The dispensation, consumption or use of any alcoholic beverages, in/or about the premises or on Association property or by Lessee or any of the visitors, guests, and/or other person in attendance, and at any violation or breech of the rental agreement or any law, ordinance or regulation including without limitation, the Pennsylvania Liquor Control and Regulations promulgated by the Pennsylvania Liquor Control Board, as amended and supplemented.

By signing this from you agree that you have read and understand Tink Wig POA Rules & Regulations and the room reservations procedures, that you will follow such procedures as described and you will be solely responsible for any and all charges which may result from failure by your and any attendees, to comply with applicable TWPOA Rules and Regulations.

	Office Use O	nly
Member in Good Standing:	YesNo	Deposit received? Yes No
Room Rental Payment	YesNO	Request Approval? YesNo
Approval by:		Payment Method:/CHK #
Initials	s Date	Cash CC Check If Credit Card payment, 3% will be added to the total.