

# 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.
  - If you need to set up prior to the actual event schedule, you must contact the office for approval

### Pricing Schedule

<input type="checkbox"/>	Clubhouse Rental Fee	\$150.00
<input type="checkbox"/>	Coffee Machine	FREE
<input type="checkbox"/>	Chairs/Tables _____ 10 Round Tables (8-table) 4 Long	FREE
	How Many Needed	
<input type="checkbox"/>	Is a steam table needed _____ Yes _____ No	
<input type="checkbox"/>	Damage/cleaning deposit (refundable after inspection of the clubhouse) <i>Please issue separate check for damage/cleaning deposit</i>	\$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.

\_\_\_\_\_  
**Member Name**

\_\_\_\_\_  
**Initials**

