

**RETURN THIS RESERVATION FORM WITH PAYMENT**

**FOR AUTUMN LAKES CLUBHOUSE RENTAL**

RENTAL CHECK: \$215.00: The full rental payment of must be received with this reservation form to secure your rental date. If the reservation is cancelled less than sixty (60) days prior to your event, \$75.00 of this fee will be forfeited unless the clubhouse is re-rented for that date. If your reservation is made for any day during the period beginning the weekend prior to Thanksgiving Day through New Year’s Day, and your reservation is cancelled at any time, \$100 of this rental fee will be forfeited. The \$15.00 sanitization fee will be refunded for all cancellations.

DAMAGE DEPOSIT CHECK: \$100.00 The deposit check must be received with this form at least two weeks prior to your reserved date. If all terms are met, rules are followed, and the clubhouse is returned in an acceptable condition, your entire deposit will be returned to you.

I, \_\_\_\_\_, a homeowner of Autumn Lakes, am reserving the Clubhouse on \_\_\_\_\_. I am authorized to access the clubhouse from 10 am through midnight. If additional clean up time is needed, it must be performed prior to 10 am on the following day. I am herewith depositing two checks:

*\*The rental check for \$215.00 which includes the clubhouse rental and the sanitizing to follow*

*\*The deposit check for \$100.00 which will be returned if compliance to all conditions of this agreement is met.*

*Checks should be made payable to Autumn Lakes Association and delivered to*

*Smith Management Group, 1630 Des Peres Road Suite 210, St Louis, MO 63131 314-394-4200*

Please note that the use of the pool is included with the clubhouse rental only from the hours of 8:00 pm until midnight during the pool season. Autumn Lakes does not provide lifeguards, we are a swim at your own risk facility. Lifeguards are hired at the discretion of the homeowner responsible for renting the Clubhouse.

I assume full financial responsibility, above and beyond my deposit of \$100, for any repairs to the Clubhouse, appliances and fixtures, clubhouse furniture, pool, deck furniture, operating equipment, and or/other items pertaining to the Clubhouse, during my rental period. I also assume full responsibility above and beyond the initial damage deposit for any cleaning that may be required after my use of the facility.

Furthermore, I understand and assume full responsibility (including financial charges for any fines or suits) for my guests by insuring that current St. Louis County Covid 19 regulations for venues are followed.

I understand that failure to pay any of these charges will result in a lien being placed on my home by the Board of Directors of Autumn Lakes Association, for any amounts for which I am responsible for.

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Date

**\*\*\*Call the clubhouse monitor (Lynn Dornfeld at 314-397-5535) at least one week prior to your event to schedule your pre-inspection of the Clubhouse\*\*\***

**PLEASE REVIEW THE ENCLOSED RENTAL PROCEDURES FOR ADDITIONAL DIRECTIONS, RULES, AND GUIDELINES**