

Clubhouse Rental Agreement

Name/Lessee: _____ Phone #: _____

Address: _____

Email Address: _____ Rental Date: _____

Type of Function: _____ Number of Guests Expected: _____

Area Rented:

☐ Upper Floor (includes upstairs deck area)

Maximum 99 people

☐ Lower Floor (includes outdoor patio area)

Maximum 127 people

☐ Full Building (Upper/Lower)

Maximum 226 people

Rental Time Period:

☐ Full Day 8am-10pm

☐ Hourly from _____ am/pm to _____ am/pm

Your rental time includes set up and clean up time.

	Resident Rates:		Non-Resident Rates:	
2025 Clubhouse Fee Schedule (Monday/Tuesday/Wednesday/Thursday)				
Clubhouse Rates:	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs OR Downstairs:	\$100	\$550	\$150	\$750
Entire Building:	\$135	\$1,000	\$185	\$1,370
2025 Clubhouse Fee Schedule (Friday/ Saturday/ Sunday)				
Clubhouse Rates:	Hourly (3hr minimum)	Daily	Hourly (3hr minimum)	Daily
Upstairs OR Downstairs:	\$135	\$675	\$185	\$925
Entire Building:	\$170	\$1,260	\$220	\$1,630
Refundable Damage/Cleaning Fee Deposit: \$800 (Hold with a card or check)				
Alcohol Serving Fee: \$400				
Nonrefundable Deposit to Book Reservation: \$300				

A mandatory deposit of **\$300** is required to reserve the requested date of the Clubhouse building.

This deposit is NON-Refundable and goes toward the total rental cost.

If the Lessee needs to cancel the reservation and payment was made beyond the \$300 deposit, the rest will be refunded if we have 72-hour notice.

In exchange for the sum of \$300.00, the Stansbury Service Agency agrees to reserve the space stated above for the lessee for the time frame and date stated above. This is a NON-Refundable fee.

Please sign & date for \$300.00 being paid.

Signed: _____ Date: _____

Lessee

Signed: _____ Date: _____

Stansbury Service Agency

The remaining balance of \$ _____, is due the day before the event and before building access is given.

- The Upstairs Rental includes 100 Chairs, 11 round tables (5ft) and 7 rectangle tables (6ft x 2 ½ ft)
- The Downstairs Rental includes 84 chairs, 8 round tables (5ft) and 6 rectangle tables (6ft x 2 ½ ft)
- Each table can have up to 8 people. To sit more comfortably, we recommend 6 at each table.

Additional Fees

***An upfront damage/cleaning fee* of \$800 will be charged prior to receiving access to building.** * See cleaning & checkout list.

*If Lessee would like to have Alcohol, there is an **additional \$400 fee to bring alcohol on the premises.** Lessee must provide alcohol free of charge to guests.

*If any **damage occurs to the building or equipment therein, the lessee will be charged \$800.00** and held accountable for the full repair cost.

*If the Lessee is found using the reserved space before or after the agreed time, or found using parts of the building not included in the rental, the Lessee will be responsible for paying for the additional hours.

The Lessee will need to provide a credit card or check to be held for the fees listed above.

Please sign initials _____.

(For Office Use Only)

The lessee has received a copy of the following:

_____ Stansbury Service Agency Clubhouse Rental Agreement

_____ Clubhouse Cleaning and Checkout List

Lessee has paid in full in the amount of \$ _____

\$300 Reservation Deposit Paid on _____ Online ☐ Cash ☐ Card ☐ Check ☐ Check # _____

Remaining Balance \$ _____ Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

\$800 Damage/Cleaning Fee Deposit Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

\$400 Alcohol Serving Fee Paid on _____ Cash ☐ Card ☐ Check ☐ Check # _____

Pin for doors _____ Doors will unlock from _____ am/pm to _____ am/pm

Lessee agrees to pay the above-listed amount and follow all the Clubhouse Rental Rules, as stated.

Lessee understands that the Stansbury Service Agency is not liable for any accident, incident, injury, or damage that may occur on the property, due to negligence or recklessness on the part of the lessee or their guests.

Signed: _____ Date: _____
Lessee

Signed: _____ Date: _____
Stansbury Service Agency

CLUBHOUSE RENTAL AGREEMENTS REMINDERS

- Music cannot disturb neighboring residents and businesses.
- Smoking is prohibited on Stansbury Service Agency Property.
- Underage drinking is prohibited.
- Use of controlled substances is prohibited.
- The kitchen is not for cooking food. It is used for warming, chilling, arranging, and serving food.
- Please watch your children. We are not responsible or liable for the actions/activities of children.
- The following is not allowed on the property:
 - Hazardous, dangerous, flammable, or explosive materials.
 - Open flame candles, sparklers, or fireworks. Battery operated candles are okay.
 - Glitter, confetti, silk flower petals.

Please notify us immediately if there is an accident, fire, or damage.

Use our on-call number: 801-380-0388

Cleaning & Check-out List

Cleaning supplies on both levels are in the kitchen. Extra bathroom toiletries can be found in the women's restroom cabinet.

- Vacuum all carpeted areas (this includes lobby and hallway areas)(Upstairs only)
- Sweep and mop all hard floors (swiffer or mop)
- Wipe off kitchen counters and stovetop
- Wipe off tables and chairs. Put tables and chairs back in the closets (as pictured on closet doors)
- Remove food from refrigerator/freezer
- Wipe down inside of refrigerator
- Clean bathroom sinks, mirrors, and toilets
- Empty all garbage cans, including restroom garbages, and replace them with liners provided(under kitchen sink)
- Place garbage bags in the outside dumpster on the far side corner of the parking lot.

We are happy to provide the cleaning supplies, but if any of the supplies are taken from the building, an additional fee of \$200 will be charged.

Please make sure the doors are securely shut on your way out.
Thank you!