

Clubhouse Rental Agreement

Name/Lessee: _____ Phone #: _____

Address: _____

Email Address: _____ Use Date: _____

Type of Event: _____ Number of Guests Expected: _____

Area To Be Used:

- ☐ 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

Period of Use:

Please note: The time you book for your rental includes the time needed for both setting up and cleaning up. Be sure to plan accordingly.

- ☐ Full Day 8am-10pm

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

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
Damage & Excessive Cleaning Fee Deposit: \$800 (If paying with a card, \$25 convenience fee is applied)				
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 but is applied to 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, 10 round tables (5ft) and 9 rectangle tables (6ft x 2 ½ ft)
- The Downstairs Rental includes 84 chairs, 10 round tables (5ft) and 7 rectangle tables (6ft x 2 ½ ft)
- Each table can sit 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.** \$800 will be refunded within 30 business days, if there is no damage. If paid with a card, a \$25 convenience fee is applied. Please see cleaning & checkout requirements 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.

***Your rental time includes both setup and cleanup.** We do not prorate; all charges are by the hour. If the Lessee is found using the reserved space before or after the agreed-upon time, or is found using areas of the building not included in the rental, they will be responsible for paying for the additional hours at the full hourly rate

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

Please sign initials _____

(To be filled out the day of walk through)

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 ☐ Card ☐ Cash ☐ Check # _____

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

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

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

Doors that you will have access to: ☐ Front ☐ North side (by parking lot) ☐ South side

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

- DO NOT MOVE FURNITURE
- Do not hang things from sprinklers, walls or ceilings
- No GLITTER!
- 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

Please sign initials _____

Cleaning & Check-out Requirements 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 with liners provided(under kitchen sink, in bathroom cabinet)
- Place garbage bags in the outside dumpster on the far side corner of the parking lot.
- Turn off all inside lights

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!

Please sign initials _____