# Belle Meade Clubhouse Reservation Request Form

Homeowner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Alternate Contact: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Reservation Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Starting: \_\_\_\_\_\_am/pm Ending: \_\_\_\_\_\_\_\_\_am/pm

Proposed Use: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge that I have read and that I agree to abide by the ***Belle Meade Clubhouse Rules*** set forth below. I further agree that (a) I will promptly pay upon demand to the SoMa Development Homeowners Association (the “HOA”) the cost of any damage to the Clubhouse building and HOA property located therein suffered at the time of, and in any way connected with, this reservation and (b) the HOA is authorized to add to my monthly assessment, as a special assessment, the amount of any such cost not promptly paid.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Must be signed by a Belle Meade Homeowner) Belle Meade Homeowner’s address

Dated: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Clubhouse Rules**

* Deposit (refundable) of $150 is due before you pick up the keys to the clubhouse.
* The pool **CANNOT** be closed for a private party.
* The clubhouse is a **NON SMOKING** facility. There are ashtrays and smoke stations located outside the main entrance of the clubhouse and outside the pool gate. The pool deck is also **NON SMOKING.**
* If you require supplies you are responsible for bringing them. (Paper towels, napkins, plates, cups utensils, etc.)
* Do not use food or drink items located in the cupboards or refrigerator.
* Be sure to turn off the grill and gas for the grill if you used it.
* Be sure to wash all items used that belong to the Belle Meade kitchen. Soap and paper towels are located under the sink.
* Wipe down all counters and tables.
* Take out all trash both inside and on pool deck. New bags are located in the bottom drawer in the kitchen
* Turn off TV, stereo, and fireplace.
* Make sure all windows are closed and locked.
* Check restrooms for guests and make sure all sinks and lights are off.
* Lock the double doors to the hallway by pushing the lock button, and making sure the latch on the top of the door is pushed all the way up.
* Brooms and vacuum are in the front hall closet.
* Make sure all lights are off.
* If you have moved any furniture it needs to be moved back to its original place.
* Report any damage or repairs needed to management immediately.

**Office: 402-934-8340 PJ Morgan RE 402-397-7775**

**The office manager and cleaners are not responsible for cleaning up after your party.**

**It is your reasonability to clean up after yourselves, including in the bathroom.**

**The clubhouse must be cleaned the same night/day as your party.**

**If any of the rules are broken or if any damage has happened during your party you may lose your deposit, the privilege of using the clubhouse, or both.**

**Thank You**