

Valley Pines Homeowners Association
Clubhouse rental application
And
Clubhouse Conditions of Use

Applicant's Name _____

Please circle one: Valley Pines Owner Valley Pines Tenant Third
Party

Address _____

Home Phone _____

Work Phone _____

Email _____

Type of Event _____ Number of guests anticipated _____

Date of Event _____ Time (From) _____ (To) _____

Will alcoholic beverages be served (please circle one): Yes No

Will entertainment be provided (please circle one): Yes No

If entertainment will be provided, please provide a description of
entertainment: _____

Management/ Board of Directors Approval

Date

Conditions of use and Guidelines for Booking a Function at Valley Pines

Owners:

1. Fees for using the common area of Valley Pines for a function are determined by the number of people in attendance.

a. b. c. d. e.

For up to 12 people, a charge of \$50 will apply For 12 people to 25 people, a charge of \$100 will apply For 26-50 people, a charge of \$200 will apply Any number over 50 must be pre-approved by the HOA board

Security deposits will not be returned for functions that attendance exceeds the reservation.

3. **A security deposit of \$350** is required for all functions. All security deposit checks will be deposited and reissued after the HOA board members have had a chance to inspect the property for any damage and cleanliness. Owners will be responsible for all costs exceeding deposit.

4. No alcohol will be served unless a permit is obtained from the town of Basalt. There will be no alcohol given to minors.

5. All functions must end by 10PM.

6. Clean up must take place immediately following the event.

Non-Owners/Tenants:

1. Fees for using the common area of Valley Pines for a function are determined by the number of people in attendance.

a. For up to 12 people, a charge of \$75 will apply b. For 12 to 25 people, a charge of \$150 will apply c. For 26-50 people, a charge of \$300 will apply d. Any number over 50 must be pre-approved by the HOA Board. All details of the party must be presented to the HOA board so a decision that is fair to the residents of Valley Pines is assured.

e. Security deposits will not be returned for functions that attendance exceeds the

reservation.

5. No alcohol is allowed for functions held by non-owners.

6. A security deposit of \$500 is required for all functions. All security deposit checks will be deposited and reissued after the HOA board members have had a chance to review the property for any damage and cleanliness. In a case where the \$500 does not cover the costs additional charges will apply.

7. All functions must end by 10PM.

8. During the set up time for any functions, members of the Board of the HOA may be in attendance to make sure that the premises are not being compromised.

9. Clean up must take place immediately following the event.

If the function is to occupy both floors of the complex, additional fees will be charged.

Reservations must be booked at least 7 days in advance and are subject to availability

Upon approval of the function a permit will be issued and must be present / displayed at the function.

Any violations to these guidelines or unregistered functions are subject to fines.

Checks payable to: Valley Pines HOA, PO Box 374, Basalt, CO, 81621 or drop checks in our Association drop box (located in the clubhouse upstairs and to the left of the elevator)

For reservations and availability contact Anderson Property Management at 970-355-4059