

Children must always have adult supervision, and it is expressly stated that you are responsible for your own safety and that of your children and Hosts, as neither Meadowcrest Association nor the Management Company can accept any responsibility whatsoever should an accident occur at this property.

It is our aim that you have wonderful function, and therefore please inform us of any problems or complaints about the clubhouse or its facilities as soon as possible, in order for us to rectify any situation without it spoiling your party. Any complaint made after your function that was not previously notified to Meadowcrest Community Association, cannot be acted upon after your function.

Authorization is given to Meadowcrest Community Association and Property Management & Investment Group, Inc. to charge your credit card the cost of any missing or damaged items in the facility.

Absolutely No Smoking within any of our facilities; however, designated outdoor areas are available.

#### Host Responsibilities:

1. Hosts agree to report any damage that they find or cause immediately to Meadowcrest office staff.
2. Hosts assume all responsibility for behavior of self and their guests and agree to abide by all rules and regulations of the property.
4. Hosts are responsible for the completion of the Clubhouse Registration Form before their event.
5. The Clubhouse is furnished with the basic amenities. However, during your function if you run out of some consumable items, they may need to be replenished by Hosts. For example, toilet paper, paper towels, and dish washing liquid.
6. Any keys given to Hosts must be returned or pay a \$50.00 lost key fee. If a Host loses their key during their function there will be a \$25.00 delivery fee.

#### Before Your Event:

1. Please contact the office by phone at least two days prior to event to confirm start time and end time and schedule check out inspection.

#### Check Out:

1. Please gather and bag all garbage and place on tile kitchen floor.
2. Make sure all furniture is clean and vacuum the floor as necessary. The wooden dance floor may only be cleaned with water and soft cloth.
4. If you have moved any furniture, outside furniture, etc. please place back in their original position
5. If there is anything mechanical or housekeeping wise that needs to be addressed, please notify staff immediately.

