



## Vineyards Clubhouse Rental

Congratulations on your clubhouse rental! We hope you enjoy this awesome space! Please note the following:

1. **Your Clubhouse Rental begins at 9:00am and ends at 11:59pm on the confirmed date of your event.**
2. If you cancel your reservation within 30 days of your scheduled event, your rental fee of \$75 may be retained. If you cancel before 30 days then your fee will be refunded.
3. Clubhouse rentals are not intended for business or commercial purposes, any exceptions must be preapproved by the Vineyards Board of Directors.
4. **No decorations may be attached to any walls whatsoever. If walls are damaged by decorations, your \$100.00 deposit will be retained in full.**
5. **No animals are allowed in the clubhouse at any time.**
6. **If the clubhouse is not clean after your rental, your rental deposit of \$100 may be retained.**

Below is a check list to help you meet our expectations:

- Wipe down all tables & chairs
- Place ALL furniture back in original location
- Vacuum carpet
- Sweep floor
- Clean bathrooms
- Wipe down counters
- Clean refrigerator and microwave of any spills
- Take all trash out to roll carts and replace liners \*All trash must be bagged\*
- Outside patios cleaned (if used) and all furniture back in original location
- Thermostat - turn heat down to 55 and air up to 78
- Turn off lights
- All doors are locked

Please contact Community Association Management with any questions, comments, or concerns at 573-445-2050 or [customerservice@cpmgateway.com](mailto:customerservice@cpmgateway.com). Should you have any issues the day-of your event, please contact CPM's after-hours emergency maintenance line at 573-445-2050, or one of the Board Members:

Jeff Hayes: 573-489-6085 | Beth Riggert: 573-864-1966