

Adams Ridge Homeowners Association

Dear Clubhouse Renter:

Enclosed is a copy of the Clubhouse rental forms for your upcoming event. Please complete and return the signature copy of the form, retaining the policy section for your reference when planning your event.

The form and fees must be received within 10 days of booking your event. Any delays will cause forfeiture of your event. There will be **no exceptions**. One check may be wrote for both the security deposit and your room rental(s). The check is to be made payable to Adams Ridge Homeowners Association.

For upstairs rentals, you will enter the building from the side concrete ramp (to the right of the building). There is a keypad to the left of the door. You will enter your access code number followed by a *. Your code is provided on the Clubhouse rental checklist.

For downstairs rentals, you will enter the building from the left side driveway. There is a keypad to the right of the door. You will enter you access code number followed by the *. Your code is provided on the Clubhouse rental checklist.

When you have completed your rental, please place the completed rental checklist in the mailbox on the front porch.

If you have any questions or concerns, please contact Merrilyn Keast at the Adams Ridge Clubhouse at 724-779-3233. Office hours are Monday through Friday 9 am to 5 pm.

We appreciate your cooperation in adhering to the rules of the Clubhouse.

Sincerely,

West Point Community Management
Amos B. Orner
Community Manager

Your security deposit will be returned to you in 14 days providing the Clubhouse is in proper order upon inspection.

If you should have a problem during your rental you may call the West Point Community Management office at 412-833-2555. Please listen for the instructions.

Adams Ridge Homeowners Association
Clubhouse Rental Form

This application must be received within 10 days of booking the Clubhouse for your event. Reservations will be forfeited if checks are not received within the 10 days of booking the Clubhouse. There will be no exceptions.

You may mail this form to: Adams Ridge Clubhouse, 100 Adams Ridge Blvd. Mars, Pa. 16046.

Or drop it off in the black mailbox on the front porch of the Clubhouse.

Rental Hours are 11:00 am to 2:00 am.

Rental Fees are as follows:

Upstairs

Large Gathering Room:	Fireplace Room:	Both Rooms:
Rental Fee \$100.00	Rental Fee \$50.00	Rental Fee \$125.00
Security Deposit \$200.00	Security Deposit \$200.00	Security Deposit \$200.00

Downstairs

Large Room:

Rental Fee \$60.00 per day or \$10.00 per hour

(Monday through Thursday only)

Security Deposit \$200.00

Payment Instructions:

A check made payable to Adams Ridge Homeowners Association for the total due must accompany this rental form.

- Please Note: All reservations are on a first come, first serve basis.**

Cancellations:

Cancellations must be received at least 14 days prior to your event. A \$50.00 fee may be assessed if the rental is cancelled within 14 days of the reservation date.

Residents Name _____
Address _____
Home Phone _____
Date of Party _____
Homeowners Signature _____