

**Ellsworth Springs Condominium Association  
Clubhouse Rental/Reservation Agreement**

Date(s) Requested: \_\_\_\_\_

Time(s): From: \_\_\_\_\_ am/pm      to \_\_\_\_\_ am/pm  
          From: \_\_\_\_\_ am/pm      to \_\_\_\_\_ am/pm

**Brief Description/Purpose of event:**

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

Will alcohol be available at your event? \*Yes \_\_\_\_\_ No \_\_\_\_\_

*\*If alcohol will be available at your event you must contact your insurance company for "Special Event Liability Coverage" in the amount of 1 million dollars. Copy of the rider must be mailed with this form.*

Number of People attending: \_\_\_\_\_ *A maximum of 140 people are allowed in the Clubhouse*

Name: \_\_\_\_\_ (hereinafter referred to as "Home Owner")

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work/Other Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Security Deposit\* : \$500.00**

**Nonrefundable Rental Fee\*\* : \$20.00**

**Please make your checks payable to Ellsworth Springs Condominium Association and use two checks.** Reservations are accepted on a first come/first serve basis only, and must be accompanied by the appropriate fees/deposits at least 10 days in advance of the requested date(s).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to:  
Excelsior Property Management, Inc.  
4 SW Monroe Parkway, Suite G  
Lake Oswego OR 97035

Phone: 503.699.5427      Fax: 503.699.0913

**\*SECURITY DEPOSIT.** Home owner agrees to pay a deposit in the amount of \$500.00. The Home owner will be charged for any cleaning or any damage done to the clubhouse including, but not limited to, scratches, burns, stains, tears, holes in walls, etc., as well as damages to any personal property not owned by the Home owner (such as the television, stereo, kitchen utensils, etc.). No charges will be made for ordinary wear and usage of the Clubhouse; however, Ellsworth Springs' Board of Directors may charge for the cost of any repainting or carpet cleaning if, at the Board's discretion, it is deemed appropriate. Excelsior Property Management shall forward an itemized accounting of any charges or damages or other sums owed to the Home owner. Home owner will be responsible for paying all charges within 30 days of receipt of invoice. Any charges not paid are subject to collection as fees as set forth in the Ellsworth Springs Condominium Associations Declaration of Covenants, Conditions, Restrictions and Reservations.

**\*\*NONREFUNDABLE FEE.** Home owner agrees to pay the sum of \$20.00 as a nonrefundable fee, which shall not be refunded under any circumstances. This fee is to cover the costs of inspection of the Clubhouse both prior to and after the rental event.