

RiverSound Clubhouse Reservation Form

The RiverSound Clubhouse is for the private, non-profit use of RiverSound residents and property owners and their immediate family.

The Clubhouse is a non-smoking facility. This included both pool areas. The only smoking area is at the south end of the patio on the upper level of the clubhouse.

No clubhouse reservation is complete until this form is signed and both of the usage/cleaning fee and damage deposit are paid. The non-refundable usage/cleaning fee is based on the number of guest attending and the type of function being held. Reservation of the Clubhouse facility (upstairs or downstairs) is required for ALL EVENTS. Availability, signing the Reservation Form, Usage/Cleaning Fees and Security Deposit must be coordinated with the RiverSound Office Manager. Reservations are NOT considered confirmed until all steps are completed.

You will receive guidelines associated with using the facilities when you have completed the reservation process. Please be sure you and your guests comply with the GUIDELINES and ALL RULES & REGULATIONS of the RiverSound Homeowners Association. A reservation includes the EXCLUSIVE USE ONLY of the main rooms, and does NOT include the indoor or outdoor pool, decking or grounds around the Clubhouse unless special arrangements are approved at the time the reservation is made.

DAMAGE DEPOSIT-The damage deposit of \$500.00, required with each reservation does not relieve the responsible person of damages that may exceed the deposit amount. The deposit will be returned only after the Manager inspects the Clubhouse, and /or cleaning fees and any repairs are completed. Items to be inspected include, but are not limited to: breakage of glass, furniture, carpets, kitchen areas, rest rooms and floors.

SHOULD THE \$500.00 DEPOSIT NOT BE SUFFICIENT TO COVER THE REPAIRS, THE RESPONSIBLE PERSON WILL BE BILLED FOR THE DIFFERENCE.
IT IS THE RESPONSIBILITY OF THE PERSON MAKING THE RESERVATION TO MAKE SURE THAT TRASH IS PUT INTO TRASH BAGS AND ALL FOOD, DRINKS, ECT... ARE PLACED IN THE OUTSIDE TRASH CANS LOCATED OUTSIDE OF THE CLUBHOUSE BY THE KITCHEN DOOR.

DEPOSIT: \$500.00

USAGE/CLEANING FEES:

GROUPS 10-20	\$65.00
GROUPS 21-50	\$100.00
GROUPS 51-100	\$200.00
GROUPS 101-158	\$250.00

EXCEPTIONS:

WEDDING RECEPTIONS \$50.00

PARTY DECORATIONS - When scheduling an event remember that there may be another party scheduled for the day prior to your event. If you plan to decorate for your event, you will have to wait until the earlier party is over and the cleaning has been done. If you plan to decorate for your event, you have two options. First, if there is no event scheduled, you may decorate the evening before your event. Second, you have the option of reserving the Clubhouse the day prior to your event at an additional fee of \$50.00 to guarantee availability for decorating when required. You are expected to follow the instructions provided in the Guidelines concerning decorating.

AMPLIFIED MUSIC - THE PLAYING OF AMPLIFIED MUSIC IS RESTRICTED TO CUT OFF TIMES OF 10 P.M. INSIDE OR OUTSIDE. IF MANAGEMENT IS CONTACTED IN THE EVENT THAT AMPLIFIED MUSIC IS BEING PLAYED AFTER CUT OFF TIMES. YOU MAY BE FINED AND/OR CLUBHOUSE PRIVILEGES DENIED.

FURNITURE- WHILE FURNITURE CAN BE RE-ARRANGED AT THE CLUBHOUSE, IT CAN NOT BE MOVED BETWEEN FLOORS AT ANY TIME. YOU MUST MOVE ALL FURNITURE BACK TO ITS ORIGINAL POSITION.

TRASH REMOVAL-IT IS THE RESPONSIBILITY OF THE PERSON MAKING THE RESERVATION TO MAKE SURE TRASH IS PUT INTO BAGS AND PLACED OUTSIDE IN TRASH CANS PROVIDED (LOCATED DOWNSTAIRS OUTSIDE OF THE CLUBHOUSE).

BUFFET TABLES - TWO SIX FOOT FOLDING TABLES ARE AVAILABLE FOR USE ON EITHER FLOOR. SEVEN ROUND TABLES AND 50 FOLDING CHAIRS ARE AVAILABLE FOR USE IN THE DOWNSTAIRS AREA ONLY. THE DOWNSTAIRS IS TO BE USED FOR MEALS. PLEASE OUTLINE YOUR TABLE REQUIREMENTS AT THE TIME YOU MAKE YOUR RESERVATION.

CLUBHOUSE DOORS - OUTSIDE DOORS ARE TO REMAIN CLOSED DURING ANY FUNCTIONS AND MAY NOT BE PROPPED OPEN. IF REPORTED, AN ADDITIONAL CHARGE OF \$25 FOR EXCESS UTILITIES USAGE CAN BE MADE TO THE RESERVATION MEMBER.

DECORATIONS-SCOTCH TAPE USE IS LIMITED TO ATTACHING DECORATIONS TO WOOD ONLY. PUSH-PINS ARE NOT TO BE USED ANYWHERE ON THE INSIDE OF THE CLUBHOUSE. DUCT TAPE IS PROHIBITED.

NUMBER OF GUEST- NUMBER OF GUESTS WILL BE CHECKED FROM TIME TO TIME BY BOARD MEMBERS AND FEES ADJUSTED AS WARRANTED.

MISUSE/MISCONDUCT-When misconduct or misuse of The Clubhouse is noted, the Board will determine appropriate action including fines and/or loss of clubhouse privileges. Maximum occupancy is: upstairs 97 and downstairs 46.

RESERVATION DATE: _____
DAY: _____
PARTY TYPE: _____
NUMBER OF GUEST: _____
USE FEE: _____
DEPOSIT: _____
TOTAL: _____

I have read, understand and agree to abide with the above Clubhouse use guidelines as well as the Rules & Regulations. I understand and agree that any repairs from damage incurred during this event will be deducted from the damage deposit. Should any damage repairs amount to more than \$500.00, I agree to pay the additional charge as billed, when billed. I UNDERSTAND THAT I, OR AN IMMEDIATE (ADULT) MEMBER OF ANY FAMILY MEMBER, MUST BE IN ATTENDANCE AT ALL TIMES, ANY RESERVED FUNCTION. FAILURE TO COMPLY MAY RESULT IN SUSPENSION OF MY CLUBHOUSE PRIVILEGES AND/OR FORFEIT OF DEPOSIT.

Please sign here:

Responsible Property Owner

Date

How to make a Reservation:

Please contact Lynn Fitzgerald at 865-966-6505 or e-mail riversound1900@yahoo.com.

You can also pick up a reservation form at the clubhouse or copy the form from the homeowner section of the RiverSound website. Please fill out the form and mail it to:

RiverSound HOA
P. O. Box 32911
Knoxville, TN 37930

Open Dates:

The first step could be to check the community calendar in the homeowner section of the RiverSound website to see if the date you would like to request is available. You should contact Lynn if there are questions before mailing your completed reservation form with the appropriate checks.