

PRIVATE PARTY CHECK LIST

SPONSOR: _____

DATE OF PARTY: _____

BEFORE

AFTER

- | | | |
|-------|--------------------------------------------------------|-------|
| _____ | CLUBHOUSE FURNITURE ARRANGED & IN SAME CONDITION | _____ |
| _____ | BIG SCREEN TV WORKING WITH GOOD PICTURE | _____ |
| _____ | CARPET CONDITION (STAINS, BURNS) | _____ |
| _____ | WALLS, CONDITION | _____ |
| _____ | WINDOWS IN GOOD CONDITION, & LOCKED | _____ |
| _____ | DOORS IN GOOD CONDITION & LOCKED | _____ |
| _____ | EXERCISE EQUIPMENT AND ROOM | _____ |
| _____ | BATHROOM WALLS AND FLOORS IN GOOD CONDITION | _____ |
| _____ | BANQUET TABLES CLEAN AND PROPERLY STORED | _____ |
| _____ | POOL CHAIRS RETURNED TO POOL DECK | _____ |
| _____ | ALL TRASH REMOVED FROM PREMISES | _____ |
| _____ | LIGHTS TURNED OFF EXCEPT FLOOR LAMP & POOL AREA LIGHTS | _____ |
| _____ | KITCHEN FLOOR CLEAN | _____ |
| _____ | KITCHEN SINK CLEAN | _____ |
| _____ | OVEN EMPTY AND CLEAN | _____ |
| _____ | REFRIGERATOR EMPTY AND CLEAN | _____ |
| _____ | COUNTER TOPS CLEAN | _____ |
| _____ | FIREPLACE TURNED OFF | _____ |
| _____ | POOL AREA CLEAN & FREE OF ALL DEBRIS | _____ |

NOTE ANY DAMAGE AND SKETCH IF NEEDED:

OVER

PRE-PARTY INSPECTION

I HAVE INSPECTED THE CLUBHOUSE FACILITIES ON (DATE) _____
PRIOR TO THE PARTY BEING HELD. I CERTIFY, ALONG WITH THE COMMITTEE MEMBER,
THAT THE FACILITIES ARE READY FOR PRIVATE PARTY USE.

SPONSOR'S SIGNATURE _____ DATE _____

COMMITTEE MEMBER'S SIGNATURE _____

DATE & TIME _____

COMMITTEE MEMBER'S PHONE NUMBER _____

POST-PARTY INSPECTION

I HAVE INSPECTED THE FACILITIES AND

_____ I AGREE THAT THE FACILITIES ARE THE SAME AS BEFORE THE PARTY.

_____ I AGREE THAT THE FACILITIES ARE NOT IN THE SAME CONDITION AS BEFORE THE PARTY. (NOTE DAMAGE ON AFTER PARTY CHECK LIST)

SPONSOR'S SIGNATURE _____ DATE _____

COMMITTEE MEMBER'S SIGNATURE _____

DATE & TIME _____

THIS EVALUATION IS BE FILLED OUT PRIOR TO A PRIVATE PARTY AND COMPLETED AFTER THE PARTY. ANY COST DEDUCTIONS FOR PRIVATE PARTY IMPROPER CLEANING WILL BE FORWARDED TO THE MANAGEMENT COMPANY TO BE SUBTRACTED FROM THE DEPOSIT AMOUNT.