

Clubhouse Event Reservation Request Form

For a **Community Wide Event** (open to only residents) NO CHARGE and NO LICENSE AGREEMENT is required. These events will be placed on the community calendar by contacting Janet Borczyk at janetborczyk@yahoo.com for scheduling.

For **Exclusive or private events** (closed to ALL residents) a charge of \$100.00 per day (defined as over 4 hours) must be paid along with the completed submission of the License Agreement.

NOTE: An additional \$100.00 REFUNDABLE deposit must also be submitted.

For events of 4 hours or less a charge of \$20.00 per hour must be paid along with the completed Request Form and the License Agreement.

NOTE: An additional REFUNDABLE amount equal to the number of hours must also be submitted.

For example, a 2 hour rental is \$40.00 plus a \$40.00 REFUNDABLE amount due at request.

The completed Event Reservation Request Form, License Agreement and check is to be sent to:

The Gables at Brickyard Hill Homeowners Association, Inc.

c/o RJ Community Management

4900 Perry Hwy, Building 1, Suite 300

Pittsburgh, PA 15229

Type of Event _____ (i.e. Happy Hour, Book Club, Baby Shower, etc.)

Date of Event: _____

Date of Request: _____

Time: Start Time _____ / End Time _____

Resident Name: _____

Address _____

Phone Number: _____

Please note:

1. The Reservation Request Form and License Agreement can ONLY be submitted by a dues-paying resident in good standing of either Gables I or Gables II.
2. You may only access the clubhouse on the date/time you have reserved. There may be another reservation either prior or after your event.
3. No reservation can be made more than one year from the date the request is made.
4. Sales and other commercial events/activities are prohibited.
5. The Post Event Clean-up Checklist must be completed to receive return of your deposit.