



## CLUBHOUSE PRIVATE EVENT RESERVATION FORM

Private functions are allowed and must be reserved through the Community Association Manager, Quenton Henry, at [quenton.henry@integratedmtn.com](mailto:quenton.henry@integratedmtn.com). Completion of this form and a \$200 deposit is required to confirm the event. Property Owner is responsible for cleaning up the Clubhouse/Pool areas immediately following the event and is responsible for bring your own trash bags and disposing of the trash.

After the event, and upon inspection of the premises, the deposit is fully refundable if the clubhouse property and pool areas are cleaned and undamaged. If for any reason the CRPOA Board of Directors determines the premises is not sufficiently cleaned or repairs are needed, this deposit may be kept to pay for cleaning and repair costs. Additional amounts may be charged to the owner who has reserved the premises if the repair and cleaning costs exceed the \$200 deposit.

Notice of private events will be emailed in advance to the membership. Use of the pool will still be permitted for all residents, but other residents will please give the reserved events their privacy. Property Owners and their guests are responsible for following all Clubhouse/Pool Rules (refer to the CERISE RANCH, CLUBHOUSE, POOL, AND COMMON AREA AMENITIES POLICIES-Amended 5/10/11)

Cerise Ranch Owner(s): \_\_\_\_\_

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

Phone #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Event Date/ Hours: \_\_\_\_\_ Type of Event: \_\_\_\_\_

No # of Guests: \_\_\_\_\_

***I/We have read and understand this Form and the current Clubhouse/Pool Rules.***

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

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***Please make checks payable to: Cerise Ranch POA***

Deposits shall be received in advance of the reservation, and prior to notice being emailed to the membership. Deposits can be made one of the following ways:

1. Through your online Portal at [https://integratedmtngroup.appfolio.com/connect/users/sign\\_in](https://integratedmtngroup.appfolio.com/connect/users/sign_in)
2. Mailed to: Cerise Ranch POA C/O IMM, PO BOX 908, Glenwood Springs, CO 81602
3. Dropped off at IMM: 1001 Grand Ave, Suite 301, Glenwood Springs, CO 81602