

Heritage Pines Clubhouse Rental Reservation Agreement

Name: _____

Address: _____

Home#: _____ Cell# _____

E-mail Address: _____

Date of Party: _____ (Saturday or Sunday)

Hour chosen: Afternoon: **12 noon until 5 pm** _____ or Evening: **5 pm until 10 pm** _____

The Renter cannot have access to the rooms before those hours to set up.

I acknowledge I have been given a copy of the rules and regulations governing the clubhouse and I agree to abide by these rules. As the homeowner, I understand that if I am not present during the entire duration of the rental, the association has the power to shut down the event, ask all guests to leave, and withhold entire security deposit.

X: _____

Homeowner Signature

Copy of Homeowners insurance date received: _____

Deposit Paid (\$250.00) Check #: _____

Fee Paid (\$200.00) Check #: _____

Tablecloth Rental Fee Paid (\$5.00 per cloth) number requested _____

total cost \$ _____ Check #: _____

Cost for damaged tablecloths will be \$15.00 per cloth to be taken out of deposit. The clean cloths must be returned on the Monday following the event by 4 pm unless it is a holiday.

The Renter assumes full risk and responsibility of his/her guests for damage to the Association property and/or personal injury that occur during the rental. The Renter agrees that he/she will not hold the Association liable in any way, whether such accident occurs on the common ground, on any part of the recreational facilities, parking areas or adjacent areas.

X _____

Homeowner Signature

Date clean tablecloths & kitchen linens Returned: _____

Date Deposit Returned: _____

Deposit retained and reason: _____

**Clubhouse
Manager**

Date:

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Heritage Pines Clubhouse Rental Rules

The Clubhouse may only be rented by a resident member of the Heritage Pines HOA:

- **The Heritage Pines homeowner responsible for the rental must be present at the event, failure to do so will result in function being terminated and forfeiture of deposit.**
- The Clubhouse may not be reserved on a "sub-lease" basis.
- The Renter must be current on all HPCA dues and obligations.
- The Renter will be responsible for the actions and behavior of their guests.
- No one under age 21 is allowed to consume alcohol on the premises
- No animals are allowed inside of the Clubhouse, with the exception of service animals.
- No smoking allowed inside the Clubhouse.
- The Clubhouse may not be used for personal gain.
- The Clubhouse is for Members and their guests.
- The Clubhouse rentals may not be used for functions that are "Open to the Public" or for "fund-raising" events.
- The Board has established a limit of 85 persons in the Clubhouse at any one time. Violations may result in forfeiture of the deposit.
- Doors to the Clubhouse should **never be propped open**; this will cause the alarm to go off and forfeiture of deposit.
- No spa, pool, fitness center or other amenity privileges come with the Clubhouse rental.
- The Renter must be present whenever a caterer or guest is in the Clubhouse.
- You have a choice of Saturday or Sunday rental hours:
.....Afternoon: **12 noon until 5 pm** or Evening: **5 pm until 10 pm.**
 - Reservations will be accepted on a first come first served basis, but will not be accepted more than 120 days prior to the rental date nor less than 30 days prior to the event.
 - Rental of the Clubhouse is handled through the Clubhouse office. To check availability dates and initiate the rental process contact the Clubhouse office by phone - 919-466-0016 or email – cheritagepines@nc.rr.com.
 - Reservation forms may be picked up at the office during these same hours. Forms are also available online at www.heritagepinesnc.com under forms.
 - **Reservations are not confirmed until the Clubhouse office receives a signed Reservation Form, a rental check of \$200 and a security deposit check of \$250. These checks (2) should be made payable to Heritage Pines Community Association** and along with the reservation form must be received at least 30 days prior to the rental date. The rental fee includes set up, break down and cleaning the Clubhouse.
 - The security deposit check will be returned to the Renter if there is no damage to the property or rules broken during the rental. Any rental cancelled less than 30 days prior to the booked event will forfeit a \$50 holding fee.
 - A copy of the Resident's Homeowners Insurance policy must accompany the application. The policy must have at least \$250,000 in general liability insurance. A copy of the Renter's homeowner insurance policy naming the Heritage Pines Community Association as an 'Additional Insured' must accompany the application.
 - Included in your fee is table set up, break down, and deep cleaning after the function, you are responsible for removing trash and any other items you brought for your function.
 - Table cloths may be rented for a fee. Check with the Clubhouse office for details.

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- A volunteer from the Clubhouse Committee or someone from the Clubhouse office will contact the renter at least 3 days prior to the rental to arrange for the pre-rental walk-through. If you have not been contacted 3 days prior to your rental, please contact the Clubhouse office at 919-466-0016 for help in scheduling an appointment.

PRIVATE USE OF THE HERITAGE PINES CLUBHOUSE FACILITIES RENTAL AGREEMENT

Host Liquor Liability and Indemnification Agreement:

The undersigned Resident and/or immediate family resident of Heritage Pines Community Association, Inc. agrees that in consideration for the exclusive use of the designated portion of the Association Clubhouse between the hours of _____ and _____ on _____ (date) the Resident Renter will:

1. Comply with all applicable laws and regulations, including but not limited to the social host liquor liability laws and the North Carolina ABC laws.
 - a. No one under 21 is allowed to consume alcohol on this property.
2. Comply and abide by all rules and regulations of the Association and will take personal responsibility to ensure that each of his/her guests will comply with and abide by all local, state and federal laws and by rules and regulations of the Association. The Member will indemnify the Association and hold it harmless for any liability arising from the acts of the individuals present at the Clubhouse, or on Association property, or in the Heritage Pines Community, as a result of the Member's party or event.

The undersigned Resident and/or immediate family resident agrees and represents to the Association that he/she has read the Association rules and regulations regarding the use of the Clubhouse and will comply with these rules.

Alcoholic beverages to be served? _____ Yes _____ No

Signature: _____

Print Name: _____

Today's date: