

SOUTHAMPTON CLUBHOUSE RESERVATION AGREEMENT

Name: _____ Home Phone: _____

Address: _____ Cell Phone: _____

E-Mail: _____

Date Requested: _____

Time period Requested: 9:00a - 3:00p 5:00p - 11:00p BOTH *please circle one*

of Guests: _____ Purpose: _____

Will your guests be using the pool? _____

SECURITY DEPOSIT: \$100.00

_____ OWNER FEE: \$75 <u>9am - 3pm</u>	_____ NON-OWNER FEE: \$150 <u>9am - 3pm</u>
\$75 <u>5pm - 11pm</u>	\$150 <u>5pm - 11pm</u>
\$150 <u>9am - 11pm</u>	\$300 <u>9am - 11pm</u>

NON-OWNERS MAY NOT USE THE GROUNDS, POOL OR POOL DECK

RESERVING/BOOKING THE CLUBHOUSE GUIDLINES

1. All reservations can be made as early as six (6) months prior to the event but NO LATER than 21 days prior to the planned event.
2. All reservations must be made by mailing this form and 2 separate checks to P.O. Box 2427 Huntersville, NC 28070. Reservations cannot be held. Reservations will be confirmed once form and check are received by Superior. Please check the website at www.southamptoncharlotte.com to see if there is availability for your requested date.
3. Rental fees for the clubhouse shall be paid by check or certified money order and made payable to Southampton HOA. **Fees for lifeguard supervision as a result of pool party shall be paid by check or certified funds and made payable to Aquatech. See any lifeguard for details.**
4. If you are a resident of Southampton, you MUST attend the function.
5. Owner must be current on assessments, fines, and fees WHEN THE RESERVATION IS MADE AND THE DATE THE EVENT WILL BE HELD.
6. Any resident who would like to book the clubhouse for 3 or more consecutive events can do so at a reduced rate of \$35.00(\$70 non-owner) per event. We will collect the \$100.00 deposit to hold until the last event has taken place which would be returned assuming there are no damages or additional cleaning.
7. Each page of the rental agreement must be returned initialed AND signed where requested.
8. *Rentals on Federal Holidays will have the entire day at the half day rate.*

RESERVATION AGREEMENT

I, the UNDERSIGNED, understand and agree:

1. To be fully responsible for any and all damage, breakage, and inconvenience occurring during the time of my reservation.
2. To be present during the entire period of my reservation and to be responsible for the conduct of my guests during that entire period as well as the time of arrival and departure.
3. That the number of guests is limited to a maximum of 50.
4. If any alcoholic beverage is to be consumed, proof of homeowner insurance must be mailed WITH rental form and check. All homeowner's policies provide host liquor as part of their standard coverage. If you have questions regarding your specific coverage, please contact your personal insurance agent.
5. Noise must be kept to a minimum so neighbors are not disturbed. Sound systems, DJs, bands or karaoke is not allowed past 10:00 p.m.
6. That the person making this reservation must be 21 years of age. Events for persons under the age of 21 must be chaperoned by family members over the age of 21.
7. 25 Chairs and 3 tables are provided, you are responsible for additional needed items.
8. You will be given a code to access the clubhouse for your event. Your key fob will be activated for clubhouse access at the time of your event
9. That the Southampton Homeowners Association Clubhouse Chairperson and/ or Directors reserve the right to cancel any function prior to commencement for reasonable cause.
10. That the Clubhouse premises must be vacated by 11:00pm, unless a special extension of time is approved by the Clubhouse Chairperson prior to commencement of function (The approval of such a request will be so stated in the Remarks section located on the third page). That the above Agreement and the following checklist must be adhered to or I will forfeit part or all of my security deposit, as well as jeopardize my future right to reserve our Clubhouse. Further, I agree that in the event of damage or breakage not covered by the security deposit, I will make full retribution for any additional necessary repairs and costs over and above that amount. If any legal action must be taken to collect any additional amount not covered by the deposit, I, the lessee, must pay any attorney fees.
11. Guests must park in designated lined spaces. Please see that guests do not park on grass, walkways, or near fire hydrants.
12. To be responsible and considerate of other homeowners, especially ones proximate to the Clubhouse area, with regards to use of music/sound systems. In the event of complaints, I agree to diminish and/or discontinue music/sound systems for the duration of my reservation period. It is understood that music must be contained within the Clubhouse after 10:00 p.m.

13. That the rental of the Clubhouse does not include use of the pool unless arrangements are made with the Association and the Pool Management Company 10 days in advance of event. Please note the pool will not close to the other homeowners during its regular operating hours for the exclusive use of my guests. That a Pool Party can only be scheduled in conjunction with a Clubhouse rental. However, I may arrange to use the pool during its regular operating hours or I may arrange to keep it open after regular hours for the exclusive use of my group. However, the latest time the pool will be allowed to remain open will be **10:00pm**. The Pool must vacated by **9:45pm** to give Guards sufficient time to empty trash, arrange furniture and perform other functions necessary to close the Pool. **I agree that I will pay the additional lifeguard fees as required per the schedule in the contract with Pool Management Company.** Re-arranging the common use furniture (tables, chairs and chaises) to accommodate my party is not allowed. No exceptions.
14. No Smoking is allowed on the premises.
15. Only authorized adults may utilize the remote control for satellite television or sound system. Great care must be paid to ensure volume is set at a reasonable level.
16. **All persons who rent the clubhouse are responsible for reasonable clean-up of the entire area immediately after the event. Please refer to post event check-list for items to be cleaned.**
17. **CANCELLATION POLICY: Reservations may be canceled up to 7 days prior to your event without penalty. Any Cancellation within 1 week of your event will result in a charge of 1/2 of the Rental Fee.**
18. You will be not be allowed to get in the clubhouse prior to your scheduled event time. Please plan accordingly.
19. The Association reserves the right to suspend/revoke individuals from renting the clubhouse if any of the rules are violated whether willful or accidental.
20. *Renting the clubhouse does not give you exclusive "rights" to the clubhouse commons areas, pool or the playground/park area.*
21. Inflatables are NOT permitted on the clubhouse commons areas.
22. **Please contact Sandy Lund no later than 5 days PRIOR to your event to schedule your walk-through sandrall20@ymail.com or 980.254.7300**

REMARKS: _____

Accepted By: _____ (Name of Member/Lessee)

Print Name: _____

Date: _____

PRE-EVENT CHECKLIST

_____ Examine wall décor

_____ Paintings

_____ Carpet

_____ Tile floor

_____ Furniture

_____ Appliances

_____ Kitchen counters

_____ Doors

_____ Blinds

_____ Storage rooms

_____ All Trash Removed

Comments/Notes:

SIGNATURE OF LEESEE:

SIGNATURE OF ASSOCIATION
REPRESENTATIVE:

DATE:

POST EVENT CHECKLIST

(FOR REFUND OF CLUBHOUSE SECURITY DEPOSIT)

In the event a security deposit is required, we expect you to respect the property of all of the homeowners and help to maintain the Clubhouse's appearance. If we can do anything to assist you, please do not hesitate to let us know.

1. Completely remove all decorations and return furniture to its original position.
2. Remove and dispose of all trash. This must be done immediately after the function is over. If trash is not placed in the appropriate container, a \$25 fee will be deducted from your deposit.
3. Clear the counter top, sink and refrigerator and remove all food and personal items. The TV and remote must be turned off and left in proper working order.
4. Turn off all lights, lock all doors and windows and set alarm. **(SEE BELOW)**

REMARKS: _____

SIGNATURE OF LEESEE: _____

SIGNATURE OF ASSOCIATION
REPRESENTATIVE:

DATE: _____