SOUTHAMPTON CLUBHOUSE RESERVATION AGREEMENT

Please see Pre & Post Event checklists for full details and expectations.

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/CLEANING DEPOSIT: $100.00 (Residents) $300.00 (Non-residents)

___ RESIDENT FEES: $100 9 am-3 pm; $100 5 pm-11 pm; $150 9 am-11 pm
___ NON-RESIDENT FEES: $175 9 am-3 pm; $175 5 pm-11 pm; $325 9 am-11 pm

NON-RESIDENTS MAY NOT USE THE GROUNDS, POOL OR POOL DECK unless prearranged. See Item #3 in Reserving Guidelines and Item #14 in Reservation Agreement Sections.

RESERVING/BOOKING THE CLUBHOUSE GUIDELINES

1. All reservations can be made as early as six (6) months prior to the event but NO LATER than 14 days prior to the planned event. First come, first served.

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. NOTE: If the pool is being used as part of your clubhouse rental – a separate lifeguard MUST be secured – NO EXCEPTIONS! If the pool is not secured as part of the rental – the pool, deck and area are off limits to all clubhouse renters – please keep doors locked during your event for safety reasons.**

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 events at the same time, can do so at a reduced rate of $75.00 ($125.00 non-owner) per event, and paid in full, in advance of 1st event. We will collect the $100.00 deposit to hold until the last event has taken place which would be returned assuming there is no damage or need for additional cleaning.

7. Each page of the rental agreement must be returned initialed AND signed where requested.

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 alcoholic beverages are 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. Twenty-five folding chairs and three tables are provided; you are responsible for additional needed items.

8. You will be given a key fob to access the clubhouse for 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 11:00 pm, 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).

11. 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.

12. Guests must park in designated lined spaces. Please see that guests do not park on grass, walkways, or near fire hydrants.

13. 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.

14. 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, you may arrange to use the pool during its regular operating hours or you may arrange to keep it open after regular hours for the exclusive use of your group. However, the latest time the pool will be allowed to remain open will be 9:00 pm. The Pool must vacated by 8:45 pm 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.

15. No Smoking is allowed on the premises.

16. ALL Furniture in the clubhouse MUST remain inside the building. It may not be removed for any reason, prior to or during the planned event.

17. 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.

18. **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 checklist for items to be cleaned.**

19. **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.**

20. You will be not be allowed to get in the clubhouse prior to your scheduled event time. Please plan accordingly.

21. The Association reserves the right to suspend or revoke individuals from renting the clubhouse if any of the rules are violated whether willful or accidental.

22. Renting the clubhouse does not give you exclusive "rights" to the clubhouse commons areas, pool or the playground/park area.

23. Inflatables are NOT permitted on the clubhouse commons areas.

24. **Once Reserved - Please contact the clubhouse team no later than 5 days PRIOR to your event to schedule your walk-through clubhouse@southamptoncharlotte.com.**

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/CLEANING DEPOSIT)

In order to receive full refund of your deposit, you are required to leave the clubhouse in the same condition you found it or better. As such, listed below are the tasks that need to be completed prior to leaving the clubhouse.

1. Remove all decorations and return furniture to its original position.
2. Vacuum rug and floor.
3. Assure garbage disposal is clear of debris and working correctly.
4. Wipe all tabletops, using Windex and paper towels.
5. Wipe countertops with the Clorox wipes provided under the sink.
6. Remove and dispose of all trash in the designated area outside the pool house immediately after the function is over.
   - Reline the trash receptacles with fresh bags provided. Remove all food and personal items from the refrigerator and freezer.
7. Return the TV and remote to the "Off" position.
8. Make sure bathroom lights are off and doors are locked.
   When leaving, set alarm and make sure all doors and windows are locked and lights are turned off.
   Failure to complete the above listed items after your rental will result in a minimum of $25 reduction in your deposit and possibly the full deposit.

REMARKS: _____

_____

SIGNATURE OF LEESEE:

_____

SIGNATURE OF ASSOCIATION REPRESENTATIVE:

_____

DATE: _____