

Sawyer's Mill Owners' Association

c/o Atkinson Management Group
361 Southport Circle, #102, Virginia Beach, VA 23452
Office 757-321-1000, Fax 757-217-4220
2011 CLUBHOUSE RESERVATION AGREEMENT

Name: _____

Address: _____

Telephone: _____ Home _____ Work _____ Cell _____

E-mail: _____

Receipt of \$200.00 refundable Security Deposit (against damages) and a \$50.00 non-refundable usage fee will reserve the clubhouse for four (4) hours or less, or \$75.00 Non-refundable usage fee will reserve the clubhouse for the entire day.

Event: _____ date: _____

Time: _____ to _____ Number of guests: _____
(Maximum of 60 persons)

I do hereby acknowledge the Rules & Regulations set forth below and I understand that they must be strictly adhered to. Failure to comply will result in the immediate termination of this contract.

Restricted to use of residents for non-profit use only.

1. All parties must end no later than 11 p.m.
2. I understand that no alcoholic beverages may be served on the premises.
3. The party may not exceed 60 persons.
4. If music is played, it will be kept at a level so as not to interfere with the quiet enjoyment of others
5. Proper parking facilities will be used.
6. Facilities must be cleaned and restored to their original state before leaving, including, but not limited to:
 - ✦ Restroom and kitchen floors must be swept and mopped
 - ✦ Kitchen area must be cleaned.
 - ✦ Carpet must be vacuumed
 - ✦ All trash is to be removed from the facilities, and disposed of with the lessee's normal trash.
 - ✦ **Close and Lock all windows and doors.**
7. All furniture (Sofas, tables, lamps, etc.) is to be returned to original layout per floor plan (please refer to attached floor plan). If the furniture is moved and not returned to original layout, the full amount of the deposit will be subject to forfeiture. An inspection with Eugenia Pledger (757-535-8032) will be made prior to the deposit being returned. If damages do occur, the Association reserves the right to determine the costs of the repair and/or cleaning. Such costs will be deducted from the security deposit.
8. I understand that I am personally responsible for any damages done to the recreational facilities, or project premises, even if the damages exceed the amount of the security deposit. I also take full responsibility for any damages caused by any of my guests or their invitees.

Sawyers Mill-Clubhouse Rental Form

- 9. Special permission must be obtained from the Association for any parties involving minors. During such parties there must be an adult present in the clubhouse at all times. Failure for such adult to remain at the clubhouse shall result in the loss of the security deposit.
- 10. The use of the recreational facilities by any person shall be solely at the risk of that person, and I, the undersigned Lessee, shall protect and hold harmless the owner and project from any claims arising out of the use of the facilities by the Lessee, his family, guest, or anyone allowed on the premises by the Lessee.
- 11. If the pool/pool area has not been rented by Lessee, the lessee and their guests cannot use the pool or be out on the pool deck.
- 12. I understand that abuse of any rules set forth above shall result in the loss of the privilege to use the recreational facilities at any future date.
- 13. The Board of Directors reserves the right to close the facilities in the event the use of the facilities is disorderly. In the event the Lessee refuses to disburse the event, the Lessee will lose the deposit.
- 14. The Association Manager represents the Board of Directors and has the authority to act on their behalf.
- 15. I understand that I am responsible for mailing or hand delivering the clubhouse keys to Atkinson Management Group or the on-site Clubhouse Chairperson within three (3) business days of the scheduled event. Failure to return the clubhouse keys will result on forfeiture of the \$200.00 security deposit

_____ Date

_____ Signature of Applicant

In the event of an emergency, a full report will be given to the Association Manager in writing.

If you notice any maintenance or other problems with the Clubhouse or the Clubhouse area that needs attention, please contact:

Atkinson Management Group, LLC
Sharon Grozich / Association Manager
361 Southport Circle, Suite 102
Virginia Beach, VA 23452
757-321-1000
Sharon@Atkinsonmgmt.com

For Use by the Association Manager or Clubhouse Committee

Security Deposit paid: _____ Check# _____

Returned to Owner: _____

Signature: _____

Date: _____