

CLUBHOUSE RESERVATION

STANDARD PARTY RENTAL

SAWYER'S MILL PROPERTY OWNERS' ASSOCIATION

DATE: _____ EMAIL ADDRESS _____

NAME: _____ PHONE NUMBER: _____

ADDRESS: _____

Receipt of **\$200.00** refundable Security Deposit (against damages) and **\$35.00** non-refundable usage fee will reserve the clubhouse for the use of (Event) _____ on (Date) _____ for the period of (Time) _____ to (Time) _____. Number of guests to be _____. (Maximum 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 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.
7. **All furniture (Sofas, tables, lamps, etc.) are to remain in place. If the furniture is moved, the full amount of the deposit will be subject to forfeiture. (Please refer to attached floor plan.)**

A joint inspection with **Louise Jackson (757) 487-6314** or the association manager for the post-event inspection 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.

RENTAL AGREEMENT PROCEDURES
SAWYERS MILL PROPERTY OWNERS ASSOCIATION

1. The rental agreement should be completed and signed by the property owner/association member and mailed with the appropriate deposit to UPA in order for the reservation to be made. Please make two (2) separate checks payable to "Sawyer's Mill Owners Association" (\$200 to serve as the refundable security deposit, and \$35 for the rental fee.)
2. Clubhouse will not be rented if the property owner/association member is found to be delinquent 30 days or more in paying of assessment fees.
3. The rental agreement will be held by UPA.
4. The pre-event inspection is to be made by the Association Manager, **Camille Anglin (757) 518-3247** or their representative, and the lessee at the time the keys are made available to the lessee. The key will not be released if the \$200.00 refundable deposit and the \$35.00 non-refundable rental fee have not been made.
5. The pre-event inspection is to be initialed by the lessee and the Association Manager and any discrepancies in the facility condition will be noted on the pre-event inspection sheet...
6. Security deposit should be mailed to UPA two (2) weeks prior to the event.
7. **NO CASH WILL BE ACCEPTED.** Security deposit must be paid by personal check, certified checks, or money orders.
8. The post-event inspection will be scheduled as follows:
 - ❖ The same day for morning or afternoon events.
 - ❖ The following morning for evening or week-end events.
9. The post-event inspection is to be completed and signed by the lessee and **Louise Jackson (757) 487-6314** and the Association Manager or their representative.
10. If no problems are identified during the inspection, the security deposit will be returned to the lessee by UPA within five (5) business days of the post-event inspection.
11. If there is any damage or cleaning to be done, the security deposit will be used for the damage and/or necessary cleaning.
12. Any expenses for repairs and/or cleaning will be deducted from the security deposit and the balance returned to the lessee by UPA.
13. Should the expense of the repairs and/or cleaning exceed the amount of the security deposit, the lessee will be charged the amount for prompt payment.
14. Clubhouse rental is restricted to Homeowners **only**.