

CLUBHOUSE RENTAL AGREEMENT

Candlewyck Homes Association Charlotte, NC

We are pleased you have chosen Candlewyck Clubhouse for your event. The Candlewyck Homes Association strives to maintain our Clubhouse in excellent condition for use by our homeowners, renters and their guests. Cost of rental is:

Homeowners \$ 75 Rental/\$100 Deposit
Non-Residents \$200 Rental/\$200 Deposit

Make Check Payable to: Candlewyck Homes Association
Ref. Line: Clubhouse Rental

Mail Check to: Candlewyck Homes Association
ATTN: Angela
PO Box 4810, Davidson, NC 28036

This Agreement, in its entirety, is meant to protect the Renter as well as the Association. Included, and as part of this Agreement, are the Rules, Regulations and Guidelines that must be followed.

Name of Renter/Responsible Party: _____ Resident _____ Non-Resident
Type of Event: _____ Date of Event: _____ From _____ Until _____.

RULES & REGULATIONS

1. Renter must be 25 years of age or older and must be in attendance at the event at all times.
2. One chaperone over the age of 25 years is required for every 10 guests under the age of 18 years.
3. Renter will be responsible for the actions of all persons attending the event.
4. Renter has a right, at his/her request, to examine the facility with the Clubhouse Chairperson prior to taking possession of the facility in order to determine and agree upon pre-existing damage and/or missing property.
5. Renter has a right, at his/her request, to perform a walk-through with the Clubhouse Chairperson before relinquishing control of the facility to verify the facility has been cleaned and no damage has occurred.
6. Renter agrees to relinquish the deposit up to the amount of any damage or theft of property occurring while in possession of the property, and to reimburse Candlewyck Homes Association for any damage above the amount of said deposit.
7. Renter will pick up keys to the fence gate and Clubhouse on the morning of the event, and will return them on the same day unless prior arrangements are made with the Clubhouse Chairperson.
8. Rental of the Clubhouse does not include use of the pool or the pool deck while the pool is open for the swim season. NOTE: If Renter wishes for guests to be allowed to use the pool, pool deck or pool furniture during the event, a separate request must be made in writing, in advance, to the Association Pool Chairman (the Clubhouse Chairperson will provide contact information.)
9. Renters and their guest(s) are not allowed on the pool deck or near the pool area while the pool is closed.
10. There is a strict NO SMOKING policy inside the Clubhouse. Renter will relinquish his/her deposit if policy is violated.
11. Renter is responsible for ensuring that no illegal activity takes place during the event.
12. If any alcoholic beverages are to be served during the rental; (a) the Renter shall comply with all applicable laws related to the serving of alcohol, (b) alcohol can only be consumed inside the clubhouse, (c) selling alcohol on the premises is absolutely prohibited, and (d) Renter is responsible for taking reasonable precautions to assure that guests do not operate vehicles when intoxicated.

GUIDELINES

1. Only the side gate may be used for entry to the Clubhouse area. The front gate should not be used.
2. The gate padlock should be attached to the side of the fence in the locked position to prevent misplacement. Replacement of a lost padlock or key will be deducted from the deposit.
3. No birdseed, rice, confetti, silly string, glitter or spray paint is allowed on the premises.
4. No nails, tacks, pins, tape, or sticky tape is allowed on the walls, mirrors, or windows of the Clubhouse.
5. No outdoor or loud music allowed after 10:00 pm.
6. Do **not** use the fireplace for burning any type of logs or any other material, only candles are allowed in the grate.
7. Fire extinguishers are located in the kitchen.
8. Cleaning supplies/trash bags are located under the kitchen sink. The mop, swifter, and broom are beside the refrigerator, toilet tissue and paper towels are in the men's restroom cabinet.
9. **GARBAGE AND TRASH BAGS MUST BE REMOVED FROM THE BATHROOMS AND KITCHEN AND PLACED IN THE BLUE DUMPSTER IN THE PARKING LOT. DO NOT USE POOL TRASH CANS!**
10. Cleanup must be completed immediately following the event. The completed checklist and keys must be returned at the completion of the event unless previous arrangements have been made with the Clubhouse Chairperson. Failure to comply will cause a delay in the return of your deposit. No deposit check will be mailed to you until the checklist is received, keys returned, and the clubhouse has been inspected.

I have read and understand the Rules, Regulations and Guidelines:

Signature of Renter: _____ Date: _____ Phone # _____

CLUBHOUSE RENTAL CHECKLIST

This form must be completed, signed and returned to the Clubhouse Chairperson, along with the keys. Failure to do so may result in the loss of your deposit.

CLEAN-UP CHECKLIST

KITCHEN:

- _____ Counters are clean and wiped down.
- _____ Sink is cleaned.
- _____ Floor is swept and mopped.
- _____ All items brought in are removed from refrigerator.
- _____ All clubhouse items/utensils are washed, dried, and put away (do not leave in dish drainer.)
- _____ Oven is turned off.

MAIN AREA:

- _____ Floor is swept and dust mopped (do not use water on the hardwood floor.)
- _____ Furniture and accessories are in original location and tables wiped clean.
- _____ Mirrors are cleaned.
- _____ All candles are extinguished and all wax is cleaned up.
- _____ Television and/or stereo are turned off and cabinet doors are closed.
- _____ All doors are locked.
- _____ Storage double doors are bolted at the top and wooden brace is in place.

RESTROOMS:

- _____ Toilets and sinks are cleaned and counter tops wiped down.
- _____ Floors are swept and mopped.
- _____ Mirrors are cleaned.

FINAL INSPECTION

- _____ All decorations have been removed.
- _____ Thermostat is set on 75 degrees in the summer and 68 degrees in the winter.
- _____ All windows in kitchen and main area are locked.
- _____ All lights are turned off (including restroom lights.)
- _____ Doors to the clubhouse and kitchen are locked.
- _____ Door between the kitchen and den is locked.
- _____ Trash has been removed from main area, bathrooms and kitchen.
- _____ All Trash has been taken to the **dumpster in the parking lot.**
- _____ BOTH gates to the pool/clubhouse area are are locked (if applicable.)

Signature of Renter: _____ Date: _____

Signature of Clubhouse Chairperson: _____ Date: _____

Deposit to be returned: _____ Date: _____ Deposit to be withheld: _____

Date: _____

Comments _____
