Effective Date: February 6, 2020

**Rental Terms and Conditions**

1. Montebello facility use is on a first come, first served basis, for residents only. Montebello facilities are not available for reservation or use by non-residents other than as guests. Residents cannot sponsor a non-resident’s event.
2. A $300 rental fee ($500 rental fee for Weddings) and a $500 refundable security deposit are required for each event booked by a resident. **Please send two checks as the security deposit is held uncashed.**
3. Only residents are allowed to reserve the clubhouse or any other Montebello facility.
4. Fire regulations impose a maximum of 99 guests at the clubhouse for any one event.
5. All children under the age of 18 must be supervised by an adult.
6. Rental of the clubhouse does not include the pool, and pool furniture must not be moved.
7. Residents that reserve the clubhouse must be physically present at the event at all times.
8. Non-HOA events must end no later than **11:00 pm.**
9. All cleanup must be completed by 11:30 pm with doors locked.
10. The rental fee includes cleaning after the event. **Any damage (including required housekeeping) that is not reported before the event** will be billed to the responsible resident, and, to the extent available, deducted from the security deposit. The security deposit check will be returned provided there is no damage and the following conditions are met:
11. Trash must be bagged and placed in the dumpster in the parking lot before leaving.
12. All doors must be secured and locked. All doors, except the front door, are locked from the inside.
13. The clubhouse key must be returned to the lockbox.
14. There must be no evidence of smoking. Smoking is prohibited in the clubhouse or the pool area.
15. All signs, balloons or other decorations put up within the community or at the clubhouse must be removed after the event.
16. Nothing can be taped to, or otherwise attached to the walls.
17. All furnishings must be returned to their original locations.
18. Nothing is broken, damaged or stained. Renters are reminded and advised to inspect the premises for damages or stains and to report them in writing **prior to signing the rental agreement**.
19. If any of the conditions above are not met, the full amount of the deposit will be forfeited.

**Rental Agreement**

Please visit the clubhouse calendar online or call NHE (Property Management) at 864-467-1600 to confirm availability before completing this form.

Today’s Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: (Home) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Cell) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Event Date:

Time of Event -- From: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Guests: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of Children (under 18): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Subject to the Montebello Facility Rules of Use, Montebello Homeowners’ Association, Inc. grants a license to the above resident for the use of the above-named facility.

Rental Fee: Security Deposit:

**Please make them separate checks as the security deposit is held uncashed.**

The security deposit check will be destroyed or mailed back to you after a satisfactory inspection of the facility and the key has been returned to the lockbox.

Checks should be made out to:

Montebello HOA

℅ NHE, Inc.

P.O. Box 5539

Greenville, SC 29606

Reservations are confirmed upon receipt of the security deposit. **The total rental fee and security deposit are due a minimum of two weeks before the date of the event.**

**Key Pick-Up:** The key is stored in a lockbox onsite at the clubhouse. You will receive a code for the lockbox with your confirmation email. If you have any questions, please contact NHE at 864-467-1600. ***Please be sure to return the key to the lockbox at the end of your event.***

**Liability and Indemnification:**

The Montebello Homeowners’ Association, Inc. shall not be liable for any damage or injury incurred by the resident, or its guests, occurring at the facility. The resident jointly and severally, hereby agrees to indemnify, defend and hold harmless the Montebello Homeowners’ Association, Inc., its officers, board of directors and agents, from and against any and all suits, actions, claims, judgments, losses and expenses to the extent arising out of or relating to the acts or omissions of resident or resident’s guests, in connection with the Montebello facility.

Resident’s Signature:

Resident’s Name:   
 (please print)

Date Signed:

Property Manager Signature: