

CHARTWELL ESTATES CLUBHOUSE

RESERVATION FORM

Homeowner Name: _____

Homeowner Address: _____

Phone #'s: Daytime: _____ Home: _____

Email: _____

Reservation Date: _____ Hours: _____ am/pm to _____ am/pm

Type of Function: _____

of Guests: _____ (limit of 50 people)

Attached are my checks **(RENTAL CHECKS MUST COME FROM THE OWNER OF THE HOME, NOT THE TENANT OR FAMILY MEMBER)** in the amount of \$150 for clubhouse use and \$200 for the clubhouse security deposit. Both checks are subject to deposit and MUST be fully funded at the time that they are written. Checks should be mailed to Cara Lance, NHE Management, PO Box 5539, Greenville SC 29606. Any questions can be directed to Cara at 864-412-3395.

By signing, I am acknowledging receipt, review and acceptance of clubhouse rental responsibilities. I understand that any violation of clubhouse rules will result in forfeiture of my security deposit, and any damaged or missing items in excess of the security deposit will be the responsibility of the homeowner.

Confirmation of the requested date should not be assumed until owner has received this written confirmation or a phone call from the Clubhouse Committee.

Signature: _____ Date: _____

HOA Acceptance: _____ Date: _____

HOA Contract: _____ Phone #: _____

Available for your use at the clubhouse: 40 folding chairs, 3 folding card tables, 3-6' folding banquet tables, refrigerator, oven microwave and dishwasher (stove top not available).

If there is no parking available at the club house parking lot, your guest can park on the non-sidewalk side of the street (30 feet from the stop sign).

CHARTWELL ESTATES CLUBHOUSE

Rules and Regulations

- **RENTAL CHECKS MUST COME FROM THE OWNER OF THE HOME, NOT THE TENANT OR FAMILY MEMBER.**
- Clubhouse rental is restricted to homeowners of Chartwell Estates. Unit owner must be current with HOA/regime fees in order to rent the clubhouse. Cost to rent clubhouse is \$150/ per event plus \$200 security deposit.
- If the unit owner rents the clubhouse for use by a renter, friend or family member, unit owner will be held responsible for payment of all required fees and for the use and condition of the clubhouse premises and activity during the party.
- No banners, pictures or other items can be taped or otherwise affixed to the walls, windows or woodwork of the clubhouse.
- No decorative candles can be burned at any time due to HOA fire requirements.
- No smoking can be done within the clubhouse. A cigarette butt container will be provided for use outside of the front door.
- No barbequing can be done on the deck or any other area outside the clubhouse, including the parking lot.
- General instructions for use of the microwave and oven are in the drawer to the left of these appliances.
- All regulations for the Association and the City of Greer must be observed.
- Occupancy of the clubhouse is limited to 50 people.
- No excessive noise or loud music is allowed. Any use of the deck must terminate no later than 10:00 p.m.
- All party activity is limited to the inside of the clubhouse and deck area. Party participants are not allowed to use any of the common areas, including but not limited to the parking areas or pool, as part of their club house use.
- Rental hours cannot exceed 12 Midnight. All activity and clean-up must be completed prior to that time.
- All furniture must be returned to its original location, including folding tables and chairs.
- Payment for repairs and replacement resulting from any damage or theft to the clubhouse and property will be the responsibility of the unit owner.

THE UNIT OWNER IS RESPONSIBLE TO CLEAN THE CLUBHOUSE IN ACCORDANCE WITH THE ATTACHED CLEANING LIST.

An inspection of the clubhouse will be done by a representative designated by the Association, along with the unit owner (if they so desire) the morning following the party at an agreed to time, and any additional cleaning determined as needing to be done will be charged back to the unit owner who rented the clubhouse and deducted from their security deposit.

Unit Owner: _____ Date: _____

Unit Owner's Address: _____

CHARTWELL ESTATES CLUBHOUSE

Cleaning Check List

- All trash must be collected and removed from the premises after the party.
- Large trash bags are available in the utility closet.
- Vacuum all floors and empty bagless vacuum.
- Check all table tops for needed clean up.
- Mop/sweep kitchen and bathroom floors, as needed.
- Wipe all countertops in kitchen and baths.
- Clean up any spills that may have taken place.
- Make sure all appliances (microwave, refrigerator, oven and dishwasher) are wiped out and clean.
- Do not use any chemicals or cleaners inside of appliances.
- Return all furniture to original location.
- Turn off all lights and be sure that all doors and windows are properly secured and locked.

No chemicals other than those supplied by the HOA are to be used in the cleaning of the clubhouse. The clubhouse must be left in the condition in which it was found before the rental began.

The vacuum cleaner, broom and dust pan, sponges, paper towels, toilet paper, mop and pail, window cleaner and general cleaning solutions will be supplied with the rental in the needed amount. Any other products needed are at the expense of the clubhouse renter.

Failure to follow any or all of the required rental provision will result in loss of the unit owner's security deposit and future rental privileges, as well as any complaints made or calls to the police.