

# CLUBHOUSE RESERVATION FORM

FACILITY AVAILABLE TO PELHAM FALLS RESIDENTS ONLY

Renting the Clubhouse-Does not include use of community pool during clubhouse rental time

RESIDENT NAME: \_\_\_\_\_

*\*Facility available for use by members in good standing only – May not be reserved for non-members.*

RESIDENT ADDRESS: \_\_\_\_\_

PHONE: Daytime: \_\_\_\_\_ Home: \_\_\_\_\_

RESERVATION DATE: \_\_\_\_\_ NUMBER OF GUESTS: \_\_\_\_\_

TIME OF RESERVATION: From: \_\_\_\_\_ to: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*\*By signing, I am acknowledging receipt, review and acceptance of clubhouse rental responsibilities.  
I understand that violation of clubhouse responsibilities may result in forfeiting of my security deposit.*

## Clubhouse calendar posted on Pelham Falls website

Check availability prior to submitting rental form

**DEPOSIT:** Issue one check for \$250 to Pelham Falls HOA to cover security deposit.

Check returned at month end if the clubhouse was cleaned & left in good condition.

*\*Damages exceeding the deposit amount will be billed to the renter.*

**RENTAL FEE:** Issue a separate check for \$95 to Pelham Falls HOA to cover the rental fee.

This is non-refundable unless reservation is cancelled no less than three days prior to the event.

### SEND RENTAL FORM & CHECKS TO:

*\*Non-resident checks will not be accepted\**

Conrad & Christy Senn

4 Whistler Drive

Greer, SC 29651

Rad – 630-3380

Christy – 630-0988

### CONFIRMATION:

Rental confirmed upon receipt of checks

*\*Resident must be current with dues for clubhouse rental*

**ACCESS:** Contact Conrad or Christy Senn at 630-3380 or 630-0988 to pick up key.

Key available any time on day of function.

Failure to return key within 24 hours of your function may result in loss of security deposit.

## CLUBHOUSE INSPECTED FOR COMPLIANCE WITH CLEAN-UP & EXIT POLICY UPON RETURN OF KEY

Floors \_\_\_\_\_

Kitchen \_\_\_\_\_

Furniture \_\_\_\_\_

Bathrooms \_\_\_\_\_

Facility locked \_\_\_\_\_

Unauthorized use of facility \_\_\_\_\_

Amount of deposit forfeited \_\_\_\_\_

# PELHAM FALLS CLUBHOUSE

# RENTAL RESPONSIBILITIES

## **Renting the clubhouse:**

- **Renting the Clubhouse-Does not include use of community pool during clubhouse rental time**
- Clubhouse may be rented by Pelham Falls resident only – NO exceptions.
- Community member reserving the clubhouse must be present at the rental event.
- Person renting the clubhouse must pick up and return clubhouse key.
- Community member renting clubhouse is responsible for all guests' actions.
- Does not include exclusive use of parking lot, athletic fields, or other common areas surrounding the clubhouse.

## **Clubhouse furnishings / Care of the facility:**

- Vehicles may NOT be driven over the curb and onto the lawn – Deposit will be FORFEITED
- NO tape, staples or thumbtacks used on walls / ceiling / door frames of clubhouse - Deposit will be FORFEITED
- Clubhouse furniture may NOT be moved
- Clubhouse folding tables & chairs must remain inside the clubhouse
- Resident is responsible for damaged or missing clubhouse furnishings
- Resident provides own trash bags & paper products
- NO smoking in the clubhouse
- NO kegs in clubhouse – May be placed on outside porch
- NO wet clothing / NO one wearing wet clothing permitted inside clubhouse
- NO pets are allowed inside clubhouse

## **Clean Up after function:**

Failure to properly clean will result in all or part of deposit being FORFEITED

- Remove all trash – Place in garbage containers inside the brick enclosure
- Empty refrigerator and wipe clean
- Clean spills & crumbs from counter tops, tables, appliances
- Clean kitchen sink
- Sweep floors / Damp mop if needed
- Clean folding tables & chairs and return to storage areas
- Flush toilets and clean bathrooms

## **Upon Exiting:**

- Turn off all ceiling fans and all interior lights
- Adjust heat or air temperature to appropriate “away” setting
- Lock all exterior doors

## **Community Functions:**

- Clean up is the responsibility of person or persons who organized the community function.
- Clubhouse must be cleaned immediately to ensure clean facility for any upcoming private function.

***Clubhouse inspected upon return of key.  
All or part of security deposit forfeited for failure to comply.***