

Lakeshore Clubhouse Rental Contract

(EMAIL OFFICE TO SCHEDULE)

REVISED Feb 2022

NAME: _____
 ADDRESS: _____
 PHONE: (home)_____ (work)_____

DATE REQUESTED: _____

RENTAL TIME (12:00 PM-10:00 PM) open _____ close _____
 Type of Rental (Birthday, Reunion, etc.) _____

WILL THERE BE ANY OUTSIDE COOKING REQUESTED? YES NO
 No Alcohol Allowed

I ACKNOWLEDGE THAT THE POOL IS NOT AVAILABLE FOR USE FOR THE DURATION OF THE RENTAL PERIOD:

_____ Renter's Signature

RENTER'S SIGNATURE: _____ DATE: _____

HOA MANAGER / ASSISTANT: _____ DATE: _____

Resident \$75.00 **Deposit \$150.00**

Monitor Fee: \$50.00 must be paid at event booking.

FEES AND DEPOSITS ARE REQUIRED BEFORE THE EVENT WILL BE SCHEDULED

DEPOSIT:	\$ _____	Please mail to: Lakeshore, PO Box 16134, Savannah, GA 31416
RENTAL FEE:	\$ _____	
MONITOR FEE:	\$ _____	
TOTAL:	\$ _____	(CHECK / MONEY ORDER # _____)

LAKESHORE HOMEOWNER'S ASSOCIATION
CLUBHOUSE RENTAL RULES

RENTER'S AGREEMENT

The undersigned hereby covenants and agrees to indemnify, save and hold harmless to the Lakeshore Homeowner's Association, Inc., their successors and assigns, their principles, agents, and employees, against any and all suits, losses, damages and expenses incurred or sustained that may be based on any alleged injury or death to any person or damage to any property that may occur or that may be alleged to have occurred because of or in consequence of the undersigned's alleged negligence or that of its agents, servants, employees, guests, or growing out of the existence, use or occupancy of the above described facilities, or any portion thereof, and whether such claim be made by any employee of the undersigned or by a third person and whether or not that it shall be claimed that the alleged injury, including death or damage, was caused through the negligent act or mission of the undersigned, its agents, servants, employees, guests or by the negligence of the Lake Shore Homeowner's Association, Inc., Or their officers, agents, employees or otherwise, in connection with the use of the above described facilities, and the undersigned shall defend any and all such actions, pay all charges of attorney's, and all cost or other expenses arising there from: and the undersigned hereby requests the use of the Clubhouse and services as specified above, and agrees to abide by all its rules and regulations.

SIGNATURE

DATE

SCHEDULING

Clubhouse rentals will be scheduled through the HOA Manager or the Assistant. Anyone may schedule events three (3) times per year.

Amenities must be current at the time of scheduling the clubhouse and must stay current through the contracted date. If not kept current, the rental will be cancelled, and the deposit will not be returned.

Office hours are 9:00am – 3:30pm, Monday thru Friday. **All functions must be booked (fees paid and a release of liability form signed) at least ten (10) working days in advance.** We encourage you to book functions as far in advance as possible.

INITIAL: _____

FEES

The Release of Liability form must be signed by an adult. Clubhouse Rental Fee, plus a refundable deposit is required before the event will be scheduled on the Clubhouse Calendar. Lakeshore Clubhouse Resident Rental Fee will be **\$75.00** for residents with a refundable deposit of **\$150.00** (After Inspection of the Clubhouse function). A Monitor Fee of **\$50.00** must be paid at time of event booking in the form of a personal check, money order, or certified funds. Any person who assumes the responsibility of the Clubhouse for a function in which he/she is not in attendance will be charged a fee of \$300.00. Any funds received for the use of the Clubhouse must come from the party who signs the Release of Liability form.

For any entry to the clubhouse prior to event, will be charged a \$25.00 fee, to view the clubhouse. Any rentals scheduled prior to 12pm (Noon) will be charged an additional fee of \$25.00.

INITIAL: _____

ACCEPTANCE

All booking parties must be present to sign in when the HOA Manager and/or Assistant turns the facility over and to sign out with the Manager or Assistant when the function is over. This will assure both parties of the condition of the center before and after the function. Discrepancies in the condition of the Clubhouse will be noted on the "sign-out" form and reviewed the following business day by the President of the Lakeshore Homeowner's Association or management.

The Clubhouse must be signed for and accepted **within 15 minutes prior to or 15 minutes after the contracted time. If the facility is not accepted within this time period, depending on the condition of the Clubhouse your deposit may be forfeited.**

INITIAL: _____

CANCELLATION

A ten (10) day notice of cancellation must be given for the benefit of other Lakeshore Homeowners wishing to have your given date or deposit will be forfeited.

INITIAL: _____

REFUND

A refund check will be mailed to you from the Homeowner's Association Office within two (2) working weeks after your scheduled function, **ONLY** if the Clubhouse is satisfactorily cleaned and all rules and regulations have been followed.

INITIAL: _____

CLEANUP

All tables and chairs should be folded, stacked and put away. All trash, decorations, food and drink items must be removed from the Clubhouse, including the main hall, kitchen, entryways and restrooms. The Clubhouse must be cleaned satisfactorily (I.E. vacuumed, swept, mopped, appliances, countertops and rest rooms cleaned). All bottles, cans, paper and other debris resulting from the function must be removed from the outside areas. A

fee of \$75.00 for the residents must be paid in addition to the rental fee and deposit if cleaning is requested. Arrangements must be made at the time of the reservation.

INITIAL: _____

GENERAL RULES

The Clubhouse will NOT open before 9:00am. The clubhouse will be locked and secured NO later than 10:00 pm with prior approval by the HOA Manager or Assistant. All clean up should be done and personal items removed prior to that time.

- Renters are responsible for the Clubhouse for the entire time of the reservation. If the Clubhouse is left unattended for any reason, at any time, your entire deposit will be forfeited.
- Renters will be held responsible for the actions of their guests.
- **ALL FIRE EXITS MUST REMAIN UNLOCKED** but closed during your function (energy efficiency reasons). All other exits must remain locked and closed during your function.
- Clubhouse renters should be aware that the pool is not included with the rental and cannot be used by the Renters or their guests. Everyone must remain in the clubhouse itself or the grounds outside of the pool yard.
- There shall be no products in or around the Clubhouse Grounds that may do any kind(s) of harm to the Clubhouse or Clubhouse Grounds. *Example:* Paint ball guns, Water balloons, Birdseed on the inside grounds, Rice on the outside grounds.
- Do not use any kind of adhesive, tacks, nails, tape, etc. on the clubhouse walls to hang decorations. Doing so will damage the clubhouse walls which could result in repainting at the renter's expense.
- **NO ALCOHOL IS ALLOWED. IF THIS IS VIOLATED, THE DEPOSIT WILL BE FORFEITED AND THE HOMEOWNER WILL LOSE RENTAL PRIVILEGES.**
- *Violators of the rules and regulations in the contract will forfeit any further Rental Privileges and possible everyday facility use depending on the nature of the violation.*
- *Guest limit of 100*
- *Please refer to the current guidelines for more specific rules and restrictions for Clubhouse usage.*

INITIAL: _____

Any complaints concerning violations of the rules will be heard by the President of the Homeowner's Association and/or management and a decision rendered as to whether the deposit shall be returned to the renter.

- The Cleaning Crew is responsible for these items, If **REQUESTED BY THE RENTER** on the Booking Date, Otherwise **ALL** cleaning shall be made by the Renter himself.

RENTER'S SIGNATURE

DATE

CLEAN UP CHECKLIST
(Renters Keep This Checklist)

	YES	NO
Tables closed and stacked	_____	_____
Chairs closed and stacked	_____	_____
Trash removed	_____	_____
Decorations removed	_____	_____
Food removed	_____	_____
Drinks removed	_____	_____
Outside debris removed	_____	_____
Vacuumed-EMPTY CUP	_____	_____
Swept	_____	_____
Mopped	_____	_____
Appliances wiped off	_____	_____
Counters wiped off	_____	_____
Restroom(s) cleaned	_____	_____
Stock Paper Towels in Bathroom(s)	_____	_____
Stock Toilet Tissue in Bathroom(s)	_____	_____
Refrigerator Cleaned	_____	_____
Windows Cleaned	_____	_____
Lights Turned Off	_____	_____

RETURN DATE: _____ RETURN TIME: _____

SIGNATURE: _____