

Long Creek Plantation Clubhouse Reservation Form

Today's Date _____

Reservation Date: _____

Homeowner Name: _____

Address: _____

Email: _____

Phone: Daytime: _____ Home: _____

Time (set up / clean up): From: _____ To: _____

Type of Function: _____ Number of Guests: _____

Deposit: Please send one check for \$500.00 to cover the security deposit. Please note: Should any part of the rental agreement be violated or checklist not satisfactorily completed, you may lose a portion of or entire security deposit.

Please send another check for \$150.00 (one day rental charge). This is non-refundable rental fee which includes cleaning and will not be returned if reservation is cancelled three days prior to the event. Consecutive rental days are at a rate of \$150.00 per additional day; please make your check out accordingly. Clubhouse rental is for the entire day.

In order to guarantee your reservation, your deposit must be received within ten business days of your request. If your deposit is not received within this timeframe, your reservation will be automatically cancelled.

All personal items shall be removed, tables and chairs neatly placed in closet, items removed from refrigerator and building secured prior to leaving. The clubhouse will be cleaned from an outside source.

If you have difficulty turning off the alarm system and the alarm goes off, please call Chastine Property Management IMMEDIATELY to let them know. If you receive no immediate response from them, please call one of the numbers listed above the alarm. Failure to do so will result in a charge for the Greenville County Sheriff's officer to come out to check.

If the security system is not set before you exit, a \$50.00 fee will be charged.

RESERVATIONS ARE CONFIRMED BY RECEIPT OF SECURITY AND RENTAL FEE CHECKS (2). All reservations MUST be made during normal business hours: Monday-Thursday, 9:00 to 5:00 and Friday, until 1:00.

Please note that Clubhouse rentals DO NOT include use of the pool.

Revised 1/2017

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Clubhouse Access – An entry code and security system code (**enter code & OFF to disarm alarm system when you arrive and code & AWAY to set alarm system when you leave**) will be provided to you prior to the day of your rental; you will be contacted via the phone number OR email provided. If you have not received your code the day prior to your rental, please call CHASTINE Property Management at 640-8137

Signature: _____ Date: _____

Signature confirms user has received, read, understood, and will abide by the Long Creek Plantation Clubhouse Rules document.

Deposit checks should be made out to Long Creek Plantation and sent to:

LONG CREEK PLANTATION
38 PARKWAY COMMONS WAY
GREER, SC 29650