

# Westchester Homeowner's Association, Inc.

## CLUBHOUSE RESERVATION

**\$300.00/Day Rental Fee    \$500 Security Deposit**

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

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

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

TIME OF RESERVATION: From: \_\_\_\_\_ To: \_\_\_\_\_

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

By signing, I am acknowledging receipt, review and acceptance of clubhouse rental responsibilities. Violation of clubhouse responsibilities may result in forfeiting of my security deposit.

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

DEPOSIT:        Please make \$500.00 check for SECURITY DEPOSIT payable to Westchester HOA  
                      *\*Check must be from applicant's bank account – Check held & not deposited prior to function*  
                      Security Deposit check returned if all clubhouse rental responsibilities are met

RENTAL FEE:        Please make \$300.00 check for RENTAL FEE payable to Westchester HOA  
                      *\*Check must be from applicant's bank account*  
                      Cancellation refund – If event cancelled no less than 3 days prior to event

SEND TO:        Westchester HOA  
                      c/o Chastine Property Management, Inc. PO  
                      Box 1037 / 139 Bridges Road Mauldin, SC  
                      29662

CONFIRMATION:    Reservations are confirmed upon receipt of signed reservation form, rental check and  
                          security deposit check.

ACCESS:        Code will be given 24 hours in advance of rental for secure lock box to obtain the key. Clubhouse  
                      available for access 10:00 am on day of reservation and clubhouse should be cleared and cleaned by 10:00  
                      am the following day. If earlier access is needed, please contact the HOA office.    \_\_\_\_ 4 digit entry code  
                      (assigned by HOA)

QUESTIONS:    Call Chastine Property Management at 864-640-8137

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### **RENTAL RESPONSIBILITIES**

- Applicant must be present at all times during the event
- Applicant is responsible for conduct of guests
- Rental checks and security deposits are expected to be personal checks

### **ACCESS:**

- 10:00 am on day of reservation, unless prior arrangements are made to enter earlier
- Occupancy is limited to 85 guests
- Smoking is prohibited in the clubhouse
- 9 rectangular tables, 1 round table and approximately 60 folding chairs are available for use

### **DECORATIONS:**

No decorations of temporary fixtures may be affixed to the building or on any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

### **POOL:**

Pool and deck are not included in the clubhouse rental and are off limits. The exterior door to the clubhouse restroom area is to remain unlocked and accessible by residents using the pool facility.

### **CHILDREN:**

If the rental of the clubhouse is used for an event including children and/or young adults through the age of twenty-one (21), one adult must be present at the event for every 10 children/young adult.

### **CLEAN UP:**

- All trash/garbage must be removed immediately after event from the clubhouse premises and placed in the trash receptacles outside the side door of the clubhouse in bins
- All personal items, including decorations and left-over food items, must be removed after the event
- Any tables or folding chairs must be wiped down and placed back in its proper location
- Flush toilets
- Sweep floors
- Mop with Swiffer pads (in closet)
- Return all furniture to its proper location (applicant responsible for scratch marks left on floors)
- Clubhouse should be left in the neat and tidy manner in which you found it.

### **UPON EXITING:**

Turn off all ceiling fans  
Turn off all interior lights

Return air/heat to ambient temperature: Air condition set at 82 / Heat set at 55

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### COMMUNITY FUNCTIONS:

Clean up after community function is the responsibility of person(s) organizing the event. The clubhouse must be cleaned immediately to ensure a clean facility for others who may have the clubhouse reserved in the immediate future.

### PARKING:

Parking is permitted at the clubhouse and pool area only. In the event that parking must be done outside of the parking lot, it shall only be permissible to park along the street curbs in a manner that will not obstruct the flow of traffic and driveways. Parking is not permitted on any grass or in any neighborhood driveways without the written permission of the homeowner. Violators are subject to being towed at their expense.

**NOTE: Parking is not allowed on any grass or landscaped areas around the clubhouse, pool, basketball, or tennis court areas. Any damage to these areas, including sprinkler systems, will be charged to the renter of the clubhouse. There are 8 "No Parking or Driving on Grass" signs provided in the kitchen closet to deter guests from parking or driving on the grass. If these signs have not already been placed around in the grass around the perimeter of the parking lot prior to your arrival, please place them, and return them to the kitchen closet at the end of your event.**

### INSPECTION OF FACILITY:

Facility will be inspected following the reservation. It must be left in good condition for return of security deposit.

### EMERGENCIES:

In the event of an emergency call 911, then call the HOA office at 864-640-8137. The on-call service will dispatch the call to the HOA office if after hours.

### DISCLAIMER:

I agree to indemnify and hold harmless the Association, its officers, directors, employees, agent and members, present, past, and future, from any and all claims, costs, causes of action and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, agents, guests, or invitees.

**NOTE: You must have your own streaming account to connect to the tv, this will not be provided by the HOA**

**Failure to comply with clubhouse responsibilities may result in loss of security deposit  
REPORT ANY CONCERNS OR REPAIRS IMMEDIATELY TO THE HOA OFFICE  
Clubhouse is under 24/7 VIDEO SURVEILLANCE on interior and exterior**

*By signing, I am acknowledging receipt, review, and acceptance of clubhouse rental responsibilities. Violation of clubhouse responsibilities may result in forfeiting of my security deposit. I will report any concerns or repairs immediately to the HOA office.*

_____		_____	
Renter			Date
<b>Office Use Only:</b>			
Rental fee Paid \$ _____	Check # _____	Date Received _____	
Security Deposit Paid \$ _____	Check # _____	Date Received _____	
Deposit Returned \$ _____	Check # _____	Date Received _____	
Deposit Shredded \$ _____	Check # _____	Date Received _____	