

Westchester Clubhouse Reservation Form

(200 Wexford Way, Easley, SC 29642)

\$150 Day rental fee

\$100 Security Deposit

RESERVATION DATE: _____ Today's Date: _____

Homeowner Name: _____

Homeowner Address: _____

Email: _____

Phone: Daytime: _____ Evening: _____ Cell: _____

Reservation time start (including set up): _____

Reservation end time (including clean up): _____

Residents must be current with HOA assessments to rent the clubhouse.

Type of function: _____ Number of guests: _____

RENTAL FEES: Please make \$150.00 check for rental fee payable to **Westchester HOA**. Cancellation refund allowed only if event cancelled no less than three days prior to event.

DEPOSIT: Please make \$100.00 check for security deposit payable to **Westchester HOA**. **Check held and not deposited prior to function.** *Security deposit check returned if all clubhouse rental responsibilities are met following function.* To guarantee your reservation, your deposit must be received within 5 business days of your request. If your deposit is not received within this time frame, your reservation will be automatically cancelled.

Please indicate whether you would like to have your check:

shredded or Mailed (check one) after inspection

You will be contacted following an event if there is an issue.

SEND TO: **WESTCHESTER HOA**
 PO BOX 1037 / 139 BRIDGES ROAD
 MAULDIN, SC 29662

Checks must be from residents bank account

CONFIRMATION: Reservations are confirmed upon receipt of signed reservation form, rental check, and security deposit check. *Resident must be current with HOA dues for clubhouse rental.

ACCESS: Key will be in lockbox mounted near side door and accessed by a numerical code. Call the HOA office during normal business hours the day prior to your rental to secure the code. Clubhouse available for access 10:00 AM the following day. **If earlier access is needed, please contact the HOA office.**

KEY RETURN: Key must be returned to the lockbox after your event. Failure to do so will result in a \$20.00 fine.

QUESTIONS : Call Chastine Property Management at **864-640-8137** during office hours:

Monday-Thursday: 9:00 AM – 5:00 PM

Friday: 9:00 AM – 12:00 Noon

Westchester Clubhouse Rental Responsibilities

UPON EXITING:

Turn off all ceiling fans
Turn off all interior lights
Return air/heat to ambient temperature. AC set at 82 / Heat set at 55

COMMUNITY FUNCTIONS:

Clean up after community functions 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 on 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. The facility must be left in good condition for return of security deposit.

EMERGENCIES:

In the event of an emergency, call 911 and then call the HOA office. 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, guest, or invitees.

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. Please report any concerns or repairs immediately to the HOA office!

Signature: _____ Date: _____

Note: You must have your own streaming account to connect to the tv. This will not be provided by the HOA

Office use only:

Rental fee Paid \$ _____	Check # _____	Date Received _____
Security Deposit Paid \$ _____	Check # _____	Date Received _____
Deposit Returned \$ _____	Check # _____	Date Returned _____
Deposit Shredded \$ _____	Check # _____	Date Shredded _____