

Bergen Place Homeowners Association Clubhouse Rental Agreement 2022

Reservation dates are only firm upon receipt of this form, total fees of \$100 (\$25 booking and \$75 usage) & \$150 deposit.

1. The clubhouse may be reserved by any adult resident of Bergen Place for the purpose of hosting an event.
 - The reserving resident must be present at the said event.
 - The clubhouse will not be reserved on a "sub-lease" basis by any resident. ➤ The reserving resident of Bergen Place must be current on all Bergen Place Homeowners Association dues.
2. Reservations will be accepted on a first come, first serve basis. Reservations will not be accepted more than ninety (90) days in advance. No pool privileges come with reservation of the clubhouse unless both pool and clubhouse agreements are signed.
3. Reservations for the clubhouse shall not exceed 35 persons per event. Violations will result in forfeiture of the deposit.
4. The clubhouse may not be used after 10:00 PM for any event unless prior approval is obtained. After 9:00 PM all doors and windows must be closed and the music turned down and contained within the building. Be considerate of neighboring homeowners at all times. Doors and windows must be closed whenever the heating and air conditioning is in use.
5. Reservations are to be made through Elaine Cupp (803-279-2215) by payment of a \$25 booking fee and \$75.00 usage (4 hours max) which must be in the form of a personal check or money order, and a \$150.00 security deposit. The booking/usage fee and the security deposit must be paid by an adult Bergen Place resident. The fees will be used to defray the cost of the clubhouse utilities. Reservations will be confirmed only upon the receipt of the booking and usage fees and the security deposit.

Checks are to be made payable to the Bergen Place Homeowners Association. Two separate checks are required. One check is for the booking/usage fees and the other check is for the security deposit.
6. This clubhouse reservation agreement receipt must be read, accepted, and signed by the reserving resident before the reserved social event takes place.
7. The \$150.00 deposit will be totally refunded except under the following circumstances:
 - If damage occurs, the deposit will be applied toward the cost of repairs with any remaining repair cost billed to the reserving resident.
 - In the event the clubhouse is not cleaned thoroughly; all, or a portion of the deposit will be retained to cover the cost of the cleaning.
8. The clubhouse **MAY NOT** be rented for personal gain by any member without the prior written approval from the Bergen Place Homeowners Association Board of Directors. The clubhouse is for the use of members and their guest only and may not be used for functions that are "open to the public". No admission fee or charge of any kind may be levied to the guests of a private party or function. The clubhouse **MAY NOT** be used for private or personal fund-raising events for any club or organization without the prior written approval from the BPHOA Board of Directors.
9. No one under twenty-one (21) years of age is allowed to consume alcoholic beverages on the premises.

10. During the winter, the HEAT must be left ON and the thermostat lowered to sixty (60) degrees after use. During the summer, the AIR CONDITIONING must be TURNED OFF after use.
11. No pets are allowed in the clubhouse.
12. No Smoking is allowed in the clubhouse.
13. Check list to complete before leaving the clubhouse:
 - Counter tops and sinks are to be cleaned and wiped off.
 - Furniture, if arranged, is to be replaced as found.
 - Carpet is to be vacuumed (and cleaned, if liquids were spilled).
 - Floors are to be swept (and mopped, if liquids were spilled).
 - Bathrooms are to be cleaned and swept.
 - All trash is to be removed from the clubhouse and bags replaced.
 - Outside grounds are to be cleared of all litter.
 - Make sure all windows and doors are closed and locked.
 - Make sure no water is left running.
 - Turn OFF all lights before leaving the clubhouse.
14. Violations of the above will result in the forfeiture of the security deposit. In addition, the reserving resident will remain liable for damage and clean-up. The clubhouse key is to be returned to Elaine Cupp at an agreed upon time.

I, the undersigned Bergen Place Homeowner, am requesting to reserve the Bergen Place Clubhouse for the date and times indicated below. My signature certifies that I have read and understand the reservation policies and procedures and the rental fees. If my reservation request is accepted, I agree to abide by these policies and procedures and to pay all applicable fees and deposits. It is understood and agreed that I am accepting responsibility for the clubhouse (including furnishings and equipment) during the reservation period, and will be fully responsible for all costs incurred by the Association to repair any damage.

Resident Name: _____ Home Phone Number: _____

Resident Address: _____ Work/Cell Number: _____

Organization: _____ Expected number of attendees: _____

Event Date _____ Event times: _____ to _____ (4 hrs max)

Email address: _____

Resident Signature: _____ Date: _____