

CHATTAHOOCHEE BLUFFS CLUBHOUSE RENTAL AGREEMENT

EVENT CATEGORIES

To better manage the use of the Facilities, the following general event categories have been defined:

Neighborhood Events

These events are Association sponsored events open to all Chattahoochee Bluffs residents. Any costs associated with the use of the Facility will be borne by the Association and should be considered in allocating funds for the event. The person responsible for organizing the event must reserve the Facility in advance; however no fees need be paid or deposited.

Private Events

These events are private events sponsored by a homeowner member. Payment of fees and deposits are required for rental approval.

Minimal Use Events

These events are minimal use events where the board, committees of the board or residents needs a meeting place to conduct community business. The person responsible for organizing the event must reserve the Facility in advance. Groups will be responsible for leaving the facility in as good a condition as when they arrive.

RENTAL INFORMATION

Date Requested: _____

Time Frame Requested: _____

Homeowner's Information Gate card # _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

REQUIRED FEES AND DEPOSITS

\$75.00 - Non-refundable usage fee.

Please send to Access Management Group.

\$125.00 – Deposit will be charged to your account in the event the clubhouse is not in acceptable condition

Please make checks **payable to Chattahoochee Bluffs Homeowners Association**. Mail check and signed two-page rental agreement to **Access Management Group, Attn: Denise Griffith, 1100 Northmeadow Pkwy Suite 114, Roswell, GA 30076.**

****A CLUBHOUSE RESERVATION IS NOT GUARANTEED UNTIL ACCESS MANAGEMENT GROUP RECEIVES THE SIGNED AGREEMENT AND REQUIRED CHECK****

CHATTAHOOCHEE BLUFFS CLUBHOUSE RENTAL AGREEMENT CONTINUED

FACILITIES USAGE RULES AND REGULATIONS

In order to reserve the Chattahoochee Bluffs Clubhouse I hereby agree to the following:

1. The clubhouse is for the private usage of the individual owners at Chattahoochee Bluffs. There will be no individually sponsored office parties or receptions/weddings, etc. for friends. *Examples:* YES - birthday, wedding and reception, anniversary, etc. for son, daughter, mother, father and yourself. NO - company parties, friend's husband's birthday, or friend's daughter's reception.
2. The clubhouse is for adult activities or highly supervised youth activities. A minimum of one (1) adult per four (4) minors is required.
3. A homeowner who is a member in good standing of the Association and 21 years of age or older must file the application, pay the relevant fees and deposits, accept responsibility for safeguarding the facilities, and be present during the event at all times.
4. No smoking is allowed inside the clubhouse or on the clubhouse deck.
5. Alcoholic beverages may be served to guests; however applicable state and local laws must be obeyed. If the Association reasonably believes that the Facilities are in any way being used to violate any federal, state or local laws or ordinances, or if the conduct of any person at the Facility endangers the health, safety or welfare of any person of the Facility or other property of the Association, then the Association shall have the right to terminate the use of the Facilities and to instruct all persons to immediately leave the Facilities and the Association's property.
6. When reserving the clubhouse the maximum number of people attending a function can be no greater than 50. All exceptions must have written approval from the Association.
7. Noise levels must be kept in check so that neighbors are not disturbed either by music or noise coming from the clubhouse area(s) or from guests arriving or departing the facility.
8. The clubhouse and pool closes at 10:00 p.m. Sunday - Thursday and at 1:00 a.m. on Friday and Saturday evenings. Failure to follow these hours will result in the homeowner losing the deposit and possible suspension of homeowner's ability to use the facilities.
9. No access to the clubhouse will be allowed until the management company receives the usage fee and the security deposit. The clubhouse key may be picked up from a Clubhouse Committee or Board Member up to 12 hours before the event.
10. It is the responsibility of the booking homeowner to make sure that:
 - a) One (1) hour prior to the use of the facility any mechanical difficulties or other problems are reported to the HOA by completing and emailing the Clubhouse Inspection Checklist to HOA(@Chattahoocheebluffs.com).
 - b) All clubhouse furniture and equipment are returned to their original location in the main room. Tables and chairs are to be returned to the storage room. Clubhouse and grounds must be left in original condition.
 - c) Use of any clubhouse furnishings must be cleaned or replaced if used.
 - d) Trash must be disposed of in plastic bags, tied and removed prior to vacating the facility. Trash should be can-ied around the outside of the facility to the trash bins.
 - e) All lights must be properly turned off.
 - f) Any unused food must be removed from the kitchen and refrigerator.
 - g) All personal decorations must be removed and may not be attached with tape to walls or stucco.
 - h) All clubhouse doors and windows must be shut and locked.
 - i) Keys shall not be copied, and are to be promptly returned to the appropriate Association representative within 12 hours of the event. Loss of keys will result in the homeowner paying all costs associated with changing all the necessary locks.
11. The booking homeowner is responsible for all damages to the building and/or its contents. The homeowner will be responsible for any missing items and for **cleaning the facility after use**. The deposit will be returned only upon completion of all the above conditions and a final inspection from the Clubhouse Committee or Chattahoochee Bluffs Board Member.
12. Abuse of Association property or violation of these Facilities Rules and Regulations may result in loss of deposit, additional liability, and/or suspension of your ability to use the facilities.

I have read the above conditions of rental and agree to them and will not hold Chattahoochee Bluffs Homeowners Association responsible for any injury or accident during usage of the clubhouse and amenity facilities.

Homeowner's Signature

Date

Chattahoochee Bluffs Clubhouse Rental Events Parking Pass

Please fill out and return the events parking pass information with your application so you may receive your parking pass in a timely manner. All parking pass requests need to be given at least a 48 hour turn around. All information requested below is pertaining to the homeowner holding the event.

Name of Homeowner: _____

Address: _____

Contact Number: _____

Email Address: _____

Date of Event: _____

Hours of Event: _____

Number of Vehicles at Event: _____

***ALL PARKING PASSES MUST BE PRINTED OUT AND DISPLAYED IN THE FRONT WINDSHIELD OF YOUR GUEST'S VEHICLE.**