

HADDON HALL CLUBHOUSE RESERVATION REQUEST FORM

All reservation requests must be made through the HRW office. Office Hours are Monday through Thursday 8:30am to 5:00pm and Friday from 8:00am to 2:00pm. The office number is 919-787-9000.

Reservations made with HRW must be followed by (1) the rental fee and (2) reservation form **within 72 hours or reservation will be cancelled**. All rentals must be made and attended by a resident of Haddon Hall. All rental fees and deposits must be drawn on a resident's account.

Send Checks payable to Haddon Hall HOA

HRW, 4700 Homewood Court, Suite 380, Raleigh, NC 27609
Phone: 919.787-9000 FAX: 919.783-9534

Please read the Clubhouse Guidelines, General Pool Rules, and review the Clubhouse Cleaning Checklist prior to your rental and keep a copy of these for your reference.

For invitations, the clubhouse address is 1101 Haywards Heath Lane.

Rental Fees: (effective 05/15/14)

Monday-Sunday: Daytime (8am – 4pm): \$75 ___ Evening (5pm – 11pm/) \$100 ___ All day \$150 ___

*Effective 8-15-14, there will not be a deposit charged. It is understood and agreed that any damage that that occurs to the facility, including furnishings and equipment therein and any additional damage done to the facilities and for any other charges for failing to return the property to its original condition e.g. failing to remove trash, etc. Such charges will be added to your account and payable per the collections' policy. Set-up and clean-up time are included in the rental hours. Earlier/later access is not permitted. Rentals that cross over into another category will be charged for a full day rental of \$200.

It is also understood that breaking any pool or facility rules, including but not limited to accessing the pool deck directly from the clubhouse back door or bathrooms without signing in at the main gate and following the set pool guest policy will result in fines and or loss of pool / facility privileges. Clubhouse rental does not include pool usage.

If the renter or guest of the renter accesses the pool deck while the pool is closed, the renter will be subject to fines and or loss of pool/ facility privileges as determined by the HOA.

Please sign below to acknowledge that you are aware of above pool and pool deck policy. If the renter or their guest is found to be in violation of these rules or any facility rules then the renter will be subject to fines and or loss of pool / facility privileges as determined by the HOA.

Event Date: _____ **Key Fob #:** _____ (So we can activate key fob for clubhouse use)

Rental Hours: Starting Time of Event: _____ Ending Time of Event: _____

Preparation time for Event: _____ Clean up Time after Event: _____ (This time will allow us to activate your key and only your key to open the door if you should need to prep and clean up).

PLEASE TRY TO BE EXACT Your key fob will be activated to keep the door **unlocked** during the scheduled rental hours. If you choose to exit early you will be held responsible for the clubhouse until the stated time.

Homeowner Name: _____

Address: _____

Phone: (H) _____ (W) _____ **Email:** _____

Type of Function: _____ **Alcohol Present*** [] Yes [] No

Estimated Attendance:

(Capacity: 48 maximum) Total # _____ Adults _____ Children _____

General Rules

1. All functions will begin no earlier than 8:00am and must end by 11:00pm weeknights, 12:00 midnight on Friday and Saturday nights.
2. If using a band, musical accompaniment, or DJ, the playing time is no later than 11:00pm. There is a stereo system in the clubhouse for the renter's use. Musical entertainment should be kept to a courteous level at all times. Directions are posted inside the cabinet.
3. Remove ALL items brought to the clubhouse for the function, including rental items, **immediately** after the rental. If not, an additional day may be charged against your deposit.
4. Clubhouse **capacity** is **48** people.
5. Rental of the clubhouse does not include use of the pool or the pool deck.
6. It is the responsibility of the renter to clean the clubhouse and remove/clean any excess debris from all affected areas. See the Clubhouse Cleaning Checklist for specific guidelines. Empty ALL trash containers into a large bag, tie and place in the parking lot dumpster.
7. Parking is only allowed on one side of Haywards Heath Lane from Blackburn Rd to Pool. Observe No Parking Signs.
8. Nothing is permitted to be attached to walls, such as tape or nails.
9. No smoking in the clubhouse area.
10. Pets are NOT permitted in the clubhouse. (Except for service dogs)
11. All youth/teen activities (18 years and under) must be supervised by a Haddon Hall resident/homeowner 21 years or older at all times.
12. The clubhouse is the responsibility of the renter for the entire rental time. Electronic lock will re-engage after rental time expires.
13. **Cancellations must be made at least 72 hours prior to the scheduled function to avoid forfeiture of rental fee.**
14. All Association dues must be current in order to rent the Clubhouse.
15. The receipt of your completed reservation form, within the specified time, will guarantee your reservation.
16. Please consider covering all tables for parties to guard against scratching and to facilitate clean up of glass tops. There are 2 round glass tables in the clubhouse.
17. The clubhouse renter may use the folding tables and chairs that are stored in the closets provided they are returned as found. All other closet contents are not to be used. All cleaning supplies are in cabinets or under kitchen sink.
18. **It is understood and agreed that any damage that that occurs to the facility, including furnishings and equipment therein and any additional damage done to the facilities and for any other charges for failing to return the property to its original condition e.g. failing to remove trash, etc. Such charges will be added to your account and payable per the collections' policy.**
19. **It is also understood that breaking any pool or facility rules, including but not limited to accessing the pool deck directly from the clubhouse back door or bathrooms without signing in at the main pool gate or following the set pool guest policy will result in fines and or loss of pool / facility privileges. Clubhouse rental does not include pool usage. If any renter or guest of renter accesses the pool deck while the pool is closed, the renter will be subject to fines and or loss of pool/ facility privileges as determined by the HOA.**

The undersigned assumes responsibility to see that the reserved area is left in good condition and that all guidelines and rules are followed. If not, it is understood that fines and or loss of pool / facility privileges may be added for excessive cleaning, damages to the rented area(s), breaking facility rules or unauthorized use of the pool area /pool deck.

I have read the Clubhouse & cleaning policy and I agree to abide by the rules written.

Signature _____ Date _____
(Responsible Party)

Clubhouse Cleaning Checklist

Rental Date: _____

Homeowner/Resident: _____

Inspector: _____

Inspector Phone #: _____

Main Room:

- Windowsills wiped
- Fingerprints washed from all door and doorframes
- Trash emptied and new trash can liners **replaced***
- Microwave, refrigerator and freezer cleaned out, with all items removed
- Countertops and backsplash cleaned
- Cabinet fronts wiped off
- Sink cleaned
- Carpets vacuumed, spills cleaned up and vacuum returned to cabinet
- Tables and chairs wiped down and returned to original location
- Folding chairs stacked in closet
- Stereo/DVD/VHS equipment turned off and remotes placed in cabinet above TV
- TV/satellite turned off
- No visible wall markings/damages (**NO Tape, Tacks or Adhesives are Allowed**)
- Overall appearance of the room left neat and tidy
- All lights and fans turned off
- Doors to bathrooms locked.

Bathrooms:

- Sinks and counter tops cleaned, with paper towels restocked
- Toilet areas cleaned and restocked with toilet paper
- Mirrors cleaned
- Trash emptied and new trash can liners **replaced***
- Floor swept and/or cleaned up
- Doors closed to pool area

Outside the Clubhouse:

- Pick up all trash around the clubhouse.
- All trash to be placed in dumpster in parking lot and recyclable material placed in recyclable bins next to dumpster.

Any item above not completed satisfactory will result in fine to the renter.

Notes/Comments: _____

NOTES:

* Due to high use rate renters should consider bringing large (~55 GL) size trashcan liners with them.