



Park Village Clubhouse RENTAL RULES and REGULATIONS

Fee and Deposits

Clubhouse Rental Fees:

Monday – Thursday - \$100 (rental is for entire day)

Friday – Sunday - \$175 (rental is for entire day)

Security Deposit: \$500.00

PARK VILLAGE dues must be paid up-to-date in order to rent the clubhouse.

Cancellation Policy for renting the Clubhouse:

For any reason you may need to cancel the reservation after deposit and payment has been made within 48 hours of the date you have requested. Anything other than a 48 hour notice will be considered a forfeit of half of your deposit rental.

Making your reservation

All reservations must be made through R.S. Fincher & Co., LLC office. Office hours are Monday through Thursday, 8:00 AM – 5:00 PM, and Friday, 8:00 AM- 12:30 PM. The office number is (919)362-1460.

Once usage and security deposit has been received at R.S. Fincher, your card (FOB) access key will be activated to permit entrance into the clubhouse for the hours reserved on the rental form.

If you leave early from the time you have the clubhouse reserved please push the button on the left side of the door to manually lock the door. Once you have done this you will not be allowed access back in the clubhouse. **NOTE: IF FOR SOME REASON YOU DO NOT DO THIS YOU WILL BE HELD RESPONSIBLE IF SOMEONE COMES IN AFTER YOU.**

IF FOR SOME REASON YOU CANNOT GET INTO THE CLUBHOUSE AT YOUR TIME OF RESERVATION PLEASE CALL THE FOLLOWING NUMBERS:

**SHERI FINCHER – 919-524-0594
EMERGENCY PAGER- 919-873-8705**

PARK VILLAGE ASSOCIATION POLICIES for RENTAL of CLUBHOUSE

1. Only an adult **PARK VILLAGE** resident may rent the clubhouse upon clubhouse committee approval. The reserving resident must be present for the entire event.
2. Rental of one recreational facility does not imply exclusive use of any other facility (the clubhouse, pool and the playground are considered separate facilities and are **NOT** included).
3. Reservations will be taken on a first-come first served basis.
4. No smoking will be permitted in the clubhouse.
5. No clubhouse function may continue past 11pm.
6. Use of any Park Village HOA, Inc. facility shall be at the risk of the renter or guest.
7. **NO** alcoholic beverages will be served to minors. All attendees at clubhouse functions are required to comply with all applicable local, state and federal laws and regulations.
8. A Host Liquor Liability agreement must be signed by the **RENTER** for having alcohol beverages or by waiving the right to have alcoholic beverages present at the time of the event.
9. A member wishing to rent the clubhouse facility must pay a rental fee and a cleaning deposit, in an amount set by the Board. The security deposit will be refunded within two weeks of the inspection unless unusual repairs (damage) or unusual cleaning is required to restore the facility to its normal condition and the clubhouse key has to be returned to the Clubhouse Coordinator.

PARK VILLAGE ASSOCIATION RENTERS RESPONSIBILTY CHECKLIST:

- 1) Supply your own kitchen utensils and cleaning supplies (clubhouse has trash bags, trash cans and a broom and a dustpan).
- 2) No helium balloons allowed in clubhouse.
- 3) No taping, pinning or stapling streamers, balloons, banners etc...to clubhouse walls or doors.
- 4) Blot any spills on floor, carpet, walls or furniture promptly and then clean as appropriate.
- 5) Clean clubhouse after your event:
 - ✓ Return all furniture to its original place
 - ✓ Sweep the floor
 - ✓ Clean the kitchen counters, stove, oven and refrigerator. **DO NOT** leave anything in the refrigerator.
 - ✓ Remove trash from **ALL** areas of the clubhouse including but not limited to the kitchen, **bathrooms**, deck and other outside areas surrounding the clubhouse.
 - ✓ **All TRASH MUST GO INSIDE THE DUMPSTER!!!** If any trash is disposed of improperly the renter is subject to having funds from their deposit withheld.
 - ✓ **ALL OUTSIDE DOOR MUST BE LOCKED WHEN YOU LEAVE.**

Will you require the use of the TV/DVD player? **NO** _____ **YES** _____

Is alcohol going to be served during the event? **NO** ____ **YES** _____. If alcohol will be served please complete the Host Liquor Liability Agreement Form.

I have read the above policies and responsibilities required to rent the clubhouse

Signature _____ **Date** _____



PARK VILLAGE CLUBHOUSE RENTAL REQUEST FORM

Responsible Member Name: _____

Address: _____ Email _____

Phone Number: (H) _____ (C) _____ (W) _____

Date of Reservation: _____ Time: _____ to _____

Key Fob Number _____

(Gray key) This also accesses the pool

Will this be used for a personal or business event? _____ If business event please give a brief description of the event. _____

The undersigned assumes responsibility to see that the area is left in good condition. If not, it is understood that the deposit will be forfeited and other charges may be added for excessive cleaning and/or damages to the rented area.

The undersigned agrees that they have read the PARK VILLAGE HOA, INC. Policies for Rental of Clubhouse and agree to abide by the rules as dictated.

In the unlikely event of a returned check, the undersigned agrees to replace it with cash within ten days of request for payment. The undersigned understands that failure to comply will result in their Park Village HOA's account being charged the full rental plus a \$30 service charge.

The undersigned specifically indemnifies the Park Village Home Owners Association, its Officers and its Board Members and holds the Park Village Home Owners Association, its Officers and its Board Members harmless for any claims, liabilities, costs and/or expenses relating to the use and or service of alcoholic beverages at the function for which the renting member is reserving the clubhouse.

Under no circumstances will the undersigned sub-lease or sub-rent the clubhouse to any person or persons. Such action will automatically result in the loss of the full deposit, and loss of privileges to rent the clubhouse in the future.

Printed Name: _____

Signature : _____ Date: _____

HOST LIQUOR LIABILITY AGREEMENT

The undersigned hereby agrees to accept the Host Liquor Liability responsibility for _____ event held on _____ between the hours of _____ and _____ and to hold PARK VILLAGE ASSOCIATION, its officers, directors, agents and employees ("PARK VILLAGE") harmless from any and all claims arising out of or resulting from the finishing of alcohol at the above function. The undersigned acknowledges that he/she is the host of the aforementioned function; in service of alcohol at said function and that in no event shall Park Village be liable to any of the undersigned's guests or third-parties not attending the above function arising out of the service of alcohol by the undersigned at said function. Such waiver shall apply, without limitation, to any and all claims for common law negligence as well as any and all claims under NCGS 18-B-100 etseq that may be applicable against the undersigned host of the above described function.

Signature

Date

STATE OF NORTH CAROLINA
COUNTY OF WAKE

I, _____, a Notary Public in and for said County and State, do hereby certify that _____, personally appeared before me this day and acknowledged the due execution of the foregoing instrument.

WITNESS my hand and notarial stamp or seal, this the ____ day of _____ 20_____

NOTARIAL STAMP/SEAL

NOTARY PUBLIC

My commission expires: _____