

Arbor Creek HOA Clubhouse Rental Request

Requested Date _____ Time of Function: _____

Owner's Name: _____

Address: _____

Phone: _____ Email _____

Type of Event: _____

Will Alcoholic Beverages be served? Yes No (If yes, the Host Liquor Liability Agreement must be completed)

Fees:	Rental Fee \$85	Rental Hours:	Monday-Thursday 8am- 12 Midnight
	Cleaning Deposit: \$100		Friday, Saturday, & Sunday: 12PM to 1AM
	Security Deposit: \$100		

**Execute and return the completed application, along with one (1) \$85.00 rental check and one (1) \$200 deposit check made payable to Arbor Creek HOA. Rental amount of \$85 may also be paid electronically the same way as your dues. Application may be emailed to jim@casnc.com OR Mail completed application and checks to:

Arbor Creek HOA % CAS Inc.
207 West Millbrook Rd Suite 110
Raleigh, NC 27609

CAS must be contacted at jim@casnc.com at least two (2) business days prior to the planned event to confirm availability of the requested rental date. All fees and deposits must be received prior to release of entry key. The clubhouse is available for rental by Arbor Creek Community owners and their families, tenants, or contract purchasers only. Name clubhouse renter must be present for the duration of the scheduled event. Arrangements to obtain keys/lock box code must be made at least 48 hours in advance of the event by emailing jim@casnc.com. Bathrooms are accessible with the main door key. Please note that the bathrooms may be utilized during pool season by other residents during the event.

I, the undersigned Owner, hereby request to reserve the Arbor Creek Clubhouse, located at 200 Commons Dr. Holly Springs, NC, on _____. The event planned is _____. There will be approximately ____ (number) people in attendance. I agree to pay a rental fee of \$85 plus a \$100 security deposit and a \$100 cleaning deposit, which will be refunded if the facility is left clean and undamaged following the rental on the designated date. I agree to forfeit the \$100 cleaning deposit if a designated third party determines that the area has not been cleaned to an acceptable standard. I also agree to forfeit a portion, or all, of the \$100 security deposit if cleaning or repair costs exceed the cleaning deposit. I also agree to forfeit the \$100 security deposit if the actions of my guests or myself result in a violation of the Association rules. I also agree to forfeit \$25.00 of the security deposit if the rental key is not returned to the lockbox, clubhouse contact or management company within 24 hours of rental. By signing this request, I agree to be the party who accept the key and that I will be present for the duration of the event. I acknowledge that I have received, read and agree to comply with the Association rules, rules of the facilities and further agree to hold harmless Arbor Creek Homeowners Association from any and all claims in connection with this event. I understand that the property is under surveillance and video recording.

Printed Name _____ Date _____

Signature _____

General Rules of the Arbor Creek HOA Facilities

The following cleaning procedures must be followed. Failure to follow these cleaning procedures will result in the forfeiture of some of all of your \$200 deposit. Additional damages to the clubhouse will be billed to the person in charge of renting the clubhouse.

- The use of ANY form of tobacco, including vaping or e cigarettes in the clubhouse is prohibited.
- No Confetti, glitter, or other small particles
- If you wish to stick something on the walls- please only use painters' tape- please protect our walls.
- All garbage must be bagged and placed in the trash cans to the side of the building. Recycling should be placed in the appropriate recycling can. The renter is responsible for disposal of all trash. Please bring your own trash bags.
- Wipe all tables and chairs. Return folding tables and chairs to the right of the front doors. Return all furniture to their original position.
- All doors locked- including doors to bathrooms
- All lights, tv, sound bar, and fan turned off.
- If the pool is used during clubhouse parties, these rules must be followed:
 - Please choose a non-peak time for your party to avoid a packed pool
 - Max of 6 guests per household (if you invite other AC residents- Each household could have max 6 guests which they claim responsibility for. Example: Yourself + 1 adult each of 2 households in attendance could have 18 total guests.)
 - Guests must read ALL pool rules before entry and abide by all pool rules and covenants
 - Door leading to pool shall always be kept locked. Entry may only be obtained through the bathrooms or the pool gate
 - All persons must wear shoes in the clubhouse- protect from falls in wet spots
 - All persons must be completely dry before entering clubhouse- wet bodies can ruin furniture and make for a slippery floor
 - Please be considerate of other Arbor Creek Residents
 - Please do not reserve more than 2 tables at the pool.
 - Please ensure that ALL children always have an adult watching them, ensuring adherence to pool rules.
 - The grill may NOT be reserved with the clubhouse. If you use the grill for your rental- you must have an adult at the grill while in use and until it is cooled. The grill must be cleaned, and drip pan emptied.
- Please do not adjust the thermostat. The thermostat is preprogrammed to accommodate rentals. If you need to adjust it, please contact a board member who can adjust it wirelessly.
- The property is under surveillance and video monitoring.

Arbor Creek Clubhouse Rental Cleaning Checklist

- Sweep and Mop floor of the kitchen, main area, and foyer
- Scrub down sink and wipe down countertops, stovetop, and used surfaces (microwave, oven, etc.)
- Remove all food brought from the refrigerator and wipe out.
- Vacuum Rugs
- Remove all decorations
- Wipe entrance doors and/or windows as necessary
- Sweep and mop bathroom
- Flush and wipe toilets
- Clean sink and countertops
- Empty all trash and recycling receptacles- replace bag
- Return furniture to original positions
- Leave the clubhouse and surrounding areas cleaner than you found it

Portions or all of your deposit may be retained if the above cleaning checklist is not performed or the doors are left unlocked. If additional cleaning is necessary, the contracted professional cleaning service will be paid out of your deposit. Arrangements may be made prior to your rental if you would like to hire a cleaning service to clean after your event.