

# GROVEPARK

Homeowner's Association  
c/o Ravenel Associates  
960 Morrison Drive  
Charleston, SC 29403  
843-768-9480

## Clubhouse Rental Contract

To: ..... Address: .....

Contact Phone: \_ \_ \_ \_ \_ Rental Date: \_\_\_\_\_

Email address: .....

Thank you for your recent reservation of the Grove Park Clubhouse. Please read the following information and sign this form to request a clubhouse reservation.

The clubhouse is a **smoke-free building**. Smoking is allowed outside around the pool in designated areas. The fire marshal has set \_\_\_ persons as the maximum occupancy.

The **rental fee** is payable one week prior to your rental or at time of rental if less than seven days in advance, payable to **GPHOA**. Rental for 4 hours or less is \$50.00; Rental for more than 4 hours \$100.00. 8:00 a.m. is the earliest time for a reservation and the club house must be cleaned and in order no later than 10:00 p.m. or at the end of your rental time, whichever comes first. You may request your rental up to three months in advance. Rentals are only confirmed when signed contract and payment are received. The renter must be in good standing with the HOA in order to rent the clubhouse.

A **security deposit** is required at time of reservation: \$100.00 Full day or period of time over 4 hours; \$50.00 for 4 hours or less. GP residents who are non-owners pay two times the security deposit or \$100.00 and \$200.00 respectively. The check should be made payable to **GPHOA** and delivered or mailed with a signed copy of this contract to the above address, attention Ashley Fitch, Ravenel Associates. 843-768-9480. Reservation cancellations made ten days or less before the scheduled event, will have 90% of their security deposit refunded.

### Rules and Guidelines:

1. The clubhouse must be cleaned following the guidelines provided.
2. **No wet swim suits allowed in the clubhouse.**
3. No glass beverage containers of any kind.
4. No pets of any breed or kind are allowed in the clubhouse or pool area.
5. No grills allowed except at the designated picnic area..
6. Guests may park in the spaces in front of the Clubhouse or in the overflow parking areas to the left of the dumpsters. Do NOT park in front of any condo buildings or in the street.
7. The noise level around the pool area and in the clubhouse must be kept to a acceptable level that does not disturb the residents in Building 7 or any other residents.

The deposit will be refunded in full or partially refunded based on the condition of the club house at the end of the rental and timely return of the key. All damages in excess of the deposit paid are the responsibility of the GP resident who signs the rental contract.

The clubhouse provides you with the following during your function:

- Tables
- Chairs
- Limited kitchen equipment with stove and refrigerator
- Toilet paper, paper towels and trash bags.
- Cleaning products and vacuum cleaner, broom and mop.
- Use of pool during your function is allowed. However, all Grove Park residents always retain right of use of pool regardless of clubhouse activity. All pool rules must be adhered to at all times.

In order to ensure your security deposit is refunded, you must follow the provided instructions and complete all items on the **Cleaning Checklist**. **There will be no second opportunity to re-clean after you return the key to the deposit box at the end of your rental time.** Should you fail to complete the cleaning checklist, a schedule of fines will be applied against your deposit.

Prior to your function, if you find any damages or the facility in disrepair, please report it immediately to Ashley Fitch with Ravenel Associates. Failure to do so will result in your being held accountable for the condition of the facility.

Please contact Ashley Fitch at 843-266-3932 during normal business hours Monday to Friday, or call 843-768-9480 after hours and on weekends if you have any questions or to report facility damage at the time you arrive for your rental.

\_\_\_\_\_ **Initial here to acknowledge receipt of Post-Event Cleaning Checklist.**

By signing below, I, \_\_\_\_\_, will abide by all Clubhouse rules. I am responsible for the actions and payment of all damages of all of my guests.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Spectrum Properties Use :**

1. Reservation requested: \_\_\_\_\_
2. Fully ratified contract received: \_\_\_\_\_
3. Rental payment received: \_\_\_\_\_
4. Deposit received: \_\_\_\_\_
5. Key to be picked up: \_\_\_\_\_
6. Deposit or portion thereof returned to renter: \_\_\_\_\_

Grove Park **Clubhouse Rental - Post-Event Cleaning Check List**

- Vacuum all carpet. Clean all spills. (Should excess water be tracked in from pool notify Spectrum Properties so fans may be left on.)
- Close all windows and lower, but tum open, all blinds. (Security purposes) Shut off air conditioning/beating, lights and fans.
- If you have taped any decorations to clubhouse, please remove any tape and/or left over decorations.
- Remove all trash from facility and bag all cans. If function goers use the pool area,, the pool trashcan and tables are included in your clean up. Deposit all trash IN the dumpsters.
- Wipe down all counters (kitchen and bathroom), stovetop and clean sink. Remove all serving equipment and food items in refrigerator.
- Sweep kitchen and bathroom floors. If any spills occurred, wipe thoroughly with cleanser to remove stickiness. Mop and pail are available.
- Make sure all bathrooms are in functioning order and any loose debris disposed of.
- All tables and chairs should be left clean and folded up in comer.
- Lock All Doors**
- Make sure oven is h1med off.

**Please return key to key receptacle on the right outside wall of the clubhouse and call Ashley Fitch, Ravenel Associates, Inc. at 960 Morrison Drive the day following your rental. Questions or concerns call 843-768-9480. Copy one of this form is signed when key is picked up and remains with your rental request; a second copy of this form must be signed after the rental and faxed or mailed to Ashley Fitch.**

Date:.....

Signahire: \_ \_ \_ \_ \_

**Clubhouse Rental Follow-Up**

(To be completed by BOD member or Ravenel representative)

To: \_ \_ \_ \_ \_

Date: \_ \_ \_ \_ \_

The following items were incomplete during your rental of the Grove Park Clubhouse on \_ \_ \_ \_ \_ . In accordance with your rental agreement, the following fines have been applied to your deposit.

1. (\$25.00)\_\_\_ Vacuum all carpet. Clean all spills. Ravenel not notified of excess water from pool in clubhouse.
2. (\$10.00) \_\_\_ Close all windows and lower, but tum open all blinds. Shut off air conditioning, lights and fans.
3. (\$20.00) \_\_\_ Remove all trash from facility and bag all cans. If function goers use the pool area, the pool trashcan and tables are included in your clean up. Deposit all trash IN the dumpsters.
4. (\$20.00)\_\_\_ If you have taped any decorations to clubhouse, please remove any tape and/or left over decorations.
5. (\$35.00)\_\_\_ Sweep kitchen and bathroom floor; if any spills occurred wipe thoroughly with cleanser to remove stickiness.
6. (\$15.00)\_\_\_ Wipe down all counters, stove top and clean sink. Remove all serving equipment and food items in refrigerator.
7. (\$10.00)\_\_\_ Make sure all bathrooms are in functioning order, clean counters and sink and take all trash to the dumpster.
8. (\$25.00)\_\_\_ All tables and chairs should be left clean and folded up in comer.
9. (\$100.00)\_\_\_ Lock all doors. **Failure to do so leaves the entire facility open to vandalism.**
10. (\$15.00)\_\_\_ Make sure oven has been turned off.
11. (\$\_\_J \_\_\_ Additional fees due; damages exceed deposit amount.

Date: \_ \_ \_ \_ \_

Signature: \_ \_ \_ \_ \_