



## BERESFORD HALL

A CREEKSIDE SETTLEMENT

### Rules and Procedures Community Pavilion Complex

- (1) The Community Pavilion Complex is open for the use of Beresford Hall property owners and their accompanied guests, so long as the owner's Assembly account remains in good financial standing. Areas available for common use include the large room, porches, decks, restrooms, parking areas, playground and pool at the pavilion, and the nearby ice house, dock and boat ramp.
- (2) Only two major events per year are permitted for each lot owner.
- (3) Private events may be scheduled by property owners on a first come/first served space available basis. The hosting property owner must be in attendance at any scheduled private event. Such events must be scheduled through Community Management Group, Suzanne Carriere – 795-8484 ext 0, and will be classified as one of the following:
  - (a) Day Event- an event that will end before 6:00pm. There will be a \$500 deposit charged **and** a \$150 rental fee/cleaning fee.
  - (b) Evening Event – an event that will end after 6:00pm. There will be a deposit of \$500 collected **and** a \$650 rental and cleaning fee.
- (4) Application and all fees and deposits must be received within 5 days from time of booking in order to confirm your reservation. Reservations not confirmed per above within this time frame will be automatically cancelled without notice to Owner. Owners are encouraged to request and obtain written confirmation from Managing Agent.
- (5) **Owners are to call the management office one week in advance of their function to arrange to pick up the keys for the event and obtain temporary gate code for guests.**
- (6) Furniture arrangement and the facility must be left in the condition in which it was found and all garbage generated must be bagged and removed from the premises. The facility will be cleaned by the cleaning service by 12:00 noon the following day and will be inspected after the event by the community property manager. Any damage noted will be billed to the hosting property owner. Reservation and exclusivity of the facility is limited to the interior spaces of the building, plus the barbecue grill and rear deck area. The pool, pool deck and main promenade may ONLY be exclusively reserved after 6:00 p.m. on the date of the event.
- (7) Only those persons specifically instructed in the use of the stereo equipment may use it.
- (8) The complex does not have a commercial type dumpster. It has only two residential type City of Charleston trash containers. It is extremely important, therefore, that garbage generated at private functions that exceeds the capacity of the two containers be removed from the grounds as noted in (3b) above. If the event occurs on a weekend, the containers are to be brought to the curb for early Monday morning pick-up.
- (9) Assembly sponsored social functions will have priority over private events.

- (10) The property owner reserving the complex is responsible for the conduct of guests associated with a private activity.
- (11) Normal closing hours for clubhouse functions shall be 12:00 midnight.
- (12) Pavilion events organized chiefly for minors MUST be supervised by responsible adults.
- (13) Neither the community management company nor the Assembly assumes any liability for personal injury to property owners or their guests using the pavilion complex or for the loss of personal property.
- (14) The Assembly and community manager reserve the right to refuse use of the complex by any group or organization whose size is likely to strain the facilities or constitute a hazard in the event of fire or other emergency.
- (15) **SMOKING IS NOT PERMITTED INSIDE THE PAVILION AT ANY TIME.** Smokers outside the building are requested to dispose of their cigarette butts in the receptacles provided.
- (16) By order of the City of Charleston Fire Marshall, no grease cooking or deep frying will be allowed in the pavilion.
- (17) Surveillance monitoring is on line 24 hours a day. Please take care of your amenities.
- (18) A private function host agrees to respect the "quiet enjoyment" of the residents of the community. Music and other activities which bother neighbors may have to be ceased if a call or complaint is lodged.
- (19) No owner or guests shall park their vehicles on the grass. The owner hosting the event will be issued a fine if this occurs.
- (20) Hosting property owners are fully responsible for locking up and securing the building, kitchen and storage areas before leaving.
- (21) No pets are permitted anywhere within the pavilion complex at any time.
- (22) No fireworks are permitted in the community or community pavilion complex at any time.
- (23) Home owner is responsible for the cost of any repair or damages due to their or their guests negligence.

Name of Owner Requesting Rental: \_\_\_\_\_

Property Address or lot # \_\_\_\_\_

Mailing Address (if different): \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_ Cell Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Date of Rental: \_\_\_\_\_ For the Hours of: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Approx. No. of People: \_\_\_\_\_ For the Purpose of: \_\_\_\_\_

Signature of Reserving Party \_\_\_\_\_

**Please mail to:**  
 Beresford Hall  
 Attn: Suzanne Carriere  
 349 Folly Rd. Suite 2-B  
 Charleston, SC 29412