

**THE RETREAT CLUBHOUSE
RESERVATION AGREEMENT**

THE USE OF THE RETREAT CLUBHOUSE IS A PRIVILEGE PROVIDED TO OWNERS WHO ARE CURRENT IN PAYING ASSESSMENTS AND FEES CHARGED TO THE OWNED UNIT AND OWNED GARAGE, IF APPLICABLE.

PLEASE PRINT

Owner Name: _____

Address: _____

Phone: _____ **Email Address:** _____

Type of Event: _____ **Date of Event:** _____

Scheduled Time: Start: _____ **End:** _____
(to include any setup) (to include any clean-up)

Estimated Number of Guests: _____ **Serving Alcoholic Beverages** Yes No
(circle one)

POLICY ON USE OF THE RETREAT CLUBHOUSE

1. The Clubhouse can be reserved only by Owners for the use of themselves and their invited guests. To reserve the Clubhouse, the Owner must be current in his/her regime fees and **the Owner MUST attend the event**. The Clubhouse **WILL NOT** be rented to anyone under the age of twenty-one and is not available for rental on any major holiday.
2. The Clubhouse cannot be reserved for marketing events, sales events, or games of chance at which money will be exchanged or visible.
3. The maximum number of persons allowed in the Clubhouse is 49, per the Fire Marshal.
4. Guests who drive to an event must be instructed to park their vehicles in the parking areas between Buildings 10 and 11. Parking will not be allowed in the parking areas adjacent to the Clubhouse except for those with special needs.
5. Reservations must be made at least ten (10) days prior to the event. Last minute requests with special circumstances can be made to the Board of Directors or a Pool/Clubhouse Committee member.
6. Reservations can be made for the Clubhouse and Bar-B-Q Deck only. The pool and pool deck area **CANNOT BE RESERVED**. Additionally, those attending the event are **NOT ALLOWED TO USE THE EXERCISE ROOM**, nor may they prevent a Retreat member from using it.
7. The following fees will be due upon the execution of this Reservation Agreement. Checks are to be made payable to The Retreat Homeowners Association.

<u>Fee:</u>	<u>Amount/Status</u>
Reservation Fee (4 Hours)	\$ 50.00 for first 4 hours (including set-up)
Additional Hours	\$ 15.00 per hour or fraction of hour over 4 hours
Cleaning/Damage Deposit	\$150.00 Refundable (If cleaning un-necessary and/or no damages)

The Retreat Clubhouse Reservation Agreement

8. The Owner making the reservation is responsible for inspecting the Clubhouse immediately prior to the event and reporting any damage or cleanliness problems. This listing must be presented to the Management Company or a Pool/Clubhouse Committee member the very next business day.
9. The Owner making the reservation is responsible for leaving the Clubhouse in good condition, removing all trash from the Clubhouse, wiping the counters and sweeping the floors if necessary. If all is in order as determined by a post-event inspection by a Pool/Clubhouse Committee member, the "Cleaning and Damage" deposit check will be returned within one week of the event. If the post-event inspection reveals that cleaning or damage, (repair or replacement), is needed, all costs will be billed and must be paid by the Owner making the reservation within two (2) weeks. Such fees are subject to The Retreat Collection Policy.
10. The Retreat Homeowner's Association is not responsible for personal articles left in or around the Clubhouse.
11. The Owner making the reservation shall not allow any activity at the event which may endanger the health or unreasonably annoy or disturb or cause embarrassment, discomfort, or nuisance to other Owners or residents, in such a way as to constitute, in the sole opinion of the Board of Directors, a nuisance.
12. The playing of amplified music or other sounds that can be heard by nearby residents after 11:00PM is prohibited under City of Charleston Ordinance 21-17. Therefore, events held at the Clubhouse will end at 10:30PM unless the Board of Directors has given prior approval for a later time. However, in this case, no noise from the event or during termination of the event shall disturb nearby residents.
13. Alcoholic beverages may not be sold. No alcoholic beverages will be served/consumed by anyone under the age of twenty-one. If alcohol will be served at an event and there will be persons under the age of twenty-one (21) attending, **the Owner agrees to accept full responsibility for ensuring no underage individuals are served and full responsibility for his attendees and guests' behavior during and after the event. Further, Owner agrees to indemnify and hold harmless The Retreat HOA and its Management Agent against any claims that may arise related to the serving of alcoholic beverages.**
14. No dogs or animals other than those used for special needs issues will be allowed in the Clubhouse or pool area. Under no circumstances are pets allowed in the pool.
15. **SMOKING IS NOT ALLOWED IN THE CLUBHOUSE.**
16. The Retreat Homeowner's Association reserves the right to refuse future rentals to an Owner should problems arise as a result of the Owner failing to take reasonable action to maintain control, in the sole opinion of the Board of Directors, at an event he/she sponsors.
17. In the event you wish to cancel a reservation, please contact the Management Company reservation agent or a Clubhouse/Pool Committee member as early as possible. A minimum of 48 hours is required for all cancellations; otherwise, a cancellation fee of \$50.00 will be deducted from your deposit.

I HAVE READ THE POLICY FOR THE USE OF THE RETREAT CLUBHOUSE AND AGREE TO COMPLY WITH SUCH POLICY.

Owner Signature

Date

Clubhouse Reservation Agent

Date