

Rules and Procedures

THE RETREAT AT CHARLESTON NATIONAL

USE OF COMMON AREAS

- (1) The Common Areas are open for the use of Retreat property owners and their guests.
- (2) Private and Community-wide events may be scheduled and held from time to time. **The hosting property owner must be in attendance at any scheduled event.**
- (3) Events must be scheduled through Community Management Group – 795-8484, and will be classified as one of the following:
 - (a) Small Event – groups of 25 or less – **Member Fee: \$25.00.** Event does not require a security deposit. All garbage generated must be bagged and removed from the premises. The Common Area will be inspected the following business day after the event. Any damage will be billed to the hosting property owner. Event must be scheduled through Community Management Group.
 - (b) Medium Event – groups of 26 – 50 – **Member Fee: \$25.00.** Event will require a non-refundable inspection fee of \$50. All garbage generated must be bagged and removed from the premises. The Common Area will be inspected the following business day after the event. Any damage in excess of the inspection fee will be billed to the hosting property owner. Event must be scheduled through Community Management Group.
 - (c) Large Event – groups of 51 – 150 – **Member Fee: \$50.00.** Event will require a \$100 refundable security deposit and payment of the prevailing inspection fee of \$50. All garbage generated must be bagged and removed from the premises. The Common Area will be inspected the following business day after the event. Any damage noted will be deducted from the deposit. Any damage in excess of the deposit will be billed to the hosting property owner. Event must be scheduled through Community Management Group.
- (4) **The property owner requesting the event is responsible for the conduct of all guests associated with a private activity.**
- (5) Events organized chiefly for minors MUST be supervised by responsible adults at all times and in all areas.
- (6) Neither the community management company nor the POA assumes any liability for personal injury to or for the loss of personal property of property owners or their guests using The Retreat Common Areas.
- (7) By order of the Fire Marshall, no grilling, grease cooking or deep frying will be allowed in the Common Area in or near any pinestraw or mulch areas.
- (8) Host agrees to respect the “quiet enjoyment” of the residents of the community.
- (9) No fireworks of any kind are permitted at any time.
- (10) Alcoholic beverages may be in the Common Area but the liability is the responsibility of the homeowner. Homeowners will be required to get a rider added to their homeowner’s insurance policy for the date/day of the party. You may contact your insurance company for additional information regarding this item.

APPLICATION FOR USE OF COMMON AREA
FOR PRIVATE AND COMMUNITY-WIDE EVENTS
IN THE RETREAT AT CHARLESTON NATIONAL

Name of responsible person(s): _____ Apx. # Guests: _____

Address: _____

Phone Number: _____ E-mail: _____

Date of Use: _____ For the Hours of: _____ am/pm to _____ am/pm

For the Purpose of: _____
(Type of Activity)

Signature of responsible Party(ies) _____

****Checks Payable to The Retreat at Charleston National**
349 Folly Road, Suite 2B
Charleston, SC 29412**

FOR OFFICE USE ONLY

EVENT BOOKED ON CALENDAR: _____
Date Initials

FEE TO BE CHARGED: \$_____ (NON-REFUNDABLE)

SECURITY DEPOSIT RECEIVED: \$_____ (REFUNDABLE)

CHECK(S) RECEIVED:

#: _____ AMOUNT: _____

#: _____ AMOUNT: _____

TICKLER SET IN OUTLOOK: _____
Date Initials

ARRANGEMENT FOR INSPECTION: _____

POST EVENT INSPECTION: _____
Date Initials

REFUND REQUESTED: _____
Date Initials

AMOUNT OF REFUND: \$_____

If full amount not returned, please specify reason:

