



White Gables Clubhouse Non-Owner Rental Application

Event Date: _____

Applicant Name: _____ Phone: _____

E-Mail: _____ Address: _____

City: _____ ST: _____ Zip: _____

Type of Function: _____ # of people expected: _____

Please check one:

Non-Member Rental includes tables and chairs

- \$180 Monday – Thursday
- \$480 Friday – Sunday

• ***Non-Member rentals may not be reserved more than ninety (90) days from the event date.***

Please check if desired:

Cleaning Service

- \$80

• ***Management will inspect the facility immediately after your event. If "Cleaning Service" is not selected above and it is determined that additional cleaning is necessary, a minimum charge of \$120 will be deducted from the event deposit. Additionally, any Clubhouse windows or doors left unlocked will result in the loss of your security deposit. The door handle must be lifted when locking in order for the top and bottom pins to engage. Please be sure to double check locked doors when departing from clubhouse.***

CHARGES: The total rental fee (as indicated above) and a \$400 Security Deposit are due when the Rental Application and Rental Rules & Policies are submitted. Cash payments will not be accepted. Please make checks or certified funds payable to **WGHOA**. Please issue a separate check or certified funds for the Security Deposit. **Cleaning of the Clubhouse after your event is mandatory if you did not select the cleaning service above! Should Management feel it is necessary to clean the facility after your event, the expense for that cleaning will be deducted from your Security Deposit in an amount no less than \$120.** Management will perform a post event inspection of the clubhouse. Any fees will be deducted from your deposit to satisfy payment for any damages, cleaning and/or locksmith services pursuant to the Rental Rules & Policies. Should any Security Deposit funds remain after all obligations have been satisfied, those funds will be returned to you within thirty (30) days of the event.

Please deliver the Rental Application, the SIGNED Rental Rules & Policies, and Rental Fee & Deposit to:

HAND DELIVERY

Community Management Group
349 Folly Road, Ste. 2B
Charleston, SC 29412

U.S. MAIL

White Gables HOA
349 Folly Road, Ste. 2B
Charleston, SC 29412

FOR COMMUNITY MANAGEMENT USE ONLY:

FEE TO BE CHARGED: \$ _____ (NON-REFUNDABLE) \$ 400.00 (REFUNDABLE SECURITY DEPOSIT)

Fees/Deposit Received _____ Date/Time Keys are to be picked up: _____ Instructed in Locking Doors: _____

APPROVED BY: _____ DATE: _____ Key #'s issued _____

POST-EVENT INSPECTION BY: _____ DATE/TIME: _____

S.D. Returned? Yes No S.D. Amount to be Returned: \$ _____ Date Processed: _____

If full amount not returned, please specify: _____

Applicant Signature: _____ Date: _____

Management Signature: _____ Date: _____



WHITE GABLES CLUBHOUSE RENTAL RULES & POLICIES

Any renting party must be aware that in keeping with the Covenants, Conditions & Restrictions "CC&R's" of the Association, the Developer has the right to, and in fact does, continuously rent from the Association portions of The White Gables Club to be used as an office. During normal business hours, in order to conduct their business, the Developer or their sub-lessee must have free access to the entry, their office space, the kitchen, rest rooms and storage areas.

As a prerequisite for granting a reservation for private use, the renting party must complete and sign a copy of this document and pay the applicable fees and/or deposits. (Further detailed instructions are provided in the attached, Rental Rules & Policies for the use of The White Gables Club.)

1. Only approved civic/service groups and approved individuals may reserve The White Gables Clubhouse for private social functions. The White Gables Clubhouse may not be used for any type of commercial or profit-making function, unless specifically approved in advance by the Board of Directors. **Members may not rent the Community Center on behalf of another party, group or organization.**
2. All WGHOA-organized community events will have priority over other private requests. All private requests for rental will be handled on a first come-first served basis.
3. The maximum capacity of The White Gables Club is 150 persons standing or seated.
4. The renting party must be present for the duration of the event. The renting party also assumes full responsibility for the conduct of their guests and for any damage or disrepair to the facility.
5. No underage parties are allowed. Children are permitted to use the facility only under the supervision of a parent or legal guardian.
6. Proper attire is required at all times, including shirts and shoes.
7. Alcohol may not be **sold**.
8. The catering kitchen is available for warming and serving purposes only. No cooking is permitted. No other facilities are available for cooking. No outdoor grilling or roasting permitted.
9. Pets are not permitted in the White Gables Clubhouse. Service animals for persons with disabilities are permitted.
10. Smoking or use of tobacco products is not allowed inside The White Gables Club.
11. The renting party is responsible for turning lights and other equipment on/off, returning thermostats to their posted settings and securing the building on their departure including re-activating the bathroom door switch located on the left side wall of the fireplace. Additionally, the renting party hereby agrees to pay for any and all damage to or loss of furniture, accessories, fixtures or equipment that may occur during the rental period or as a result of their failure to secure the premises.
12. The White Gables Clubhouse is available for rental from 9:00 a.m. until midnight. Any occupancy for any reason from midnight until 7:00 a.m. constitutes trespassing.
13. The renting party shall be required to make a refundable security deposit of \$400 **by check or certified funds, made payable to WGHOA**. All payments are due at the time of reservation for confirmation.
14. Keys must be picked up in person at the WGHOA management office, located at 349 Folly Road Charleston, SC 29412 by appointment during normal working hours.
15. **All furnishings will need to be placed in their original positions by the resident using the facility. A diagram is posted behind the kitchen door. Any and all furniture that was moved from the storage area must be replaced.**
16. Should there be any damage to the facility or to the furnishings a fee will be levied and deducted from the rental deposit.
17. Lost keys will require a lock change by a locksmith at the discretion of the WGHOA, the cost for which is chargeable against the security deposit.
18. Balloons are strongly discouraged. If they get loose, they must be retrieved immediately.
19. Cancellation of rental agreements must be submitted in writing to the WGHOA management office and will be subject to a \$50.00 cancellation fee, which will be deducted from the rental fee. All other monies will be refunded within two weeks of receipt of the cancellation request, subject to verification of check clearances.
20. All function supplies, including paper products, plates, cups, napkins, coffee, filters, etc., are to be furnished by the party reserving the facilities. With the exception of bathroom paper products, **WGHOA supplies are not to be utilized for private functions.**

21. The WGHOA reserves the right to revoke any request/approval if sufficient cause is found that any misrepresentation of the facts related to the rental request occurred. In which case, there will be an administrative fee of \$50.00 deducted from the rental fee. All other monies will be refunded within two weeks of receipt of the cancellation request, subject to verification of check clearances.
22. The White Gables Clubhouse and rear deck are the only WGHOA facilities for rental by private parties. Access to all other facilities, including the pools, tennis courts, playgrounds and park areas are strictly prohibited. In no case may your guests use the pool facility or enter the pool deck.
23. Emergencies, complaints, concerns or compliments should be addressed to Management at (843) 795-8484. In case of emergencies please dial 911.
24. The WGHOA reserves the right to change any of the terms of this policy and/or charges for deposits or other applicable fees, at its sole discretion, without prior notice.

A check or checks for the full amount of rental and deposit must accompany this request to guarantee your reservation. Make checks payable to: **WGHOA**. If, in the opinion of Management, the room is not adequately cleaned, a portion of the deposit will be forfeited as noted above and Management will arrange for adequate cleaning as soon as possible.

Any costs incurred as a result of damage will be charged against the deposit and may include labor charges for moving tables, chairs and hauling trash. You will be responsible for the payment of any and all cleaning, repair or replacement charges that may result in excess of the posted security deposit.

I understand and acknowledge that I assume full responsibility for any and all damage done to the facility or its furnishings (including spills, holes, burns, etc. on walls, carpets, windows, etc.) during the period of my reservation.

I HAVE RECEIVED, REVIEWED AND UNDERSTAND “THE WHITE GABLES CLUBHOUSE RENTAL RULES AND POLICIES,” THE “RENTAL APPLICATION”, AND THE “CLEAN-UP AND INVENTORY CHECKLIST” AND AGREE TO ABIDE BY THESE REGULATIONS. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE BEHAVIOR AND ACTIVITIES OF THOSE USING THE FACILITY COVERED BY THIS RESERVATION DURING THE TIME I HAVE RESERVED THE FACILITY. I ALSO AGREE TO FULLY INDEMNIFY AND HOLD HARMLESS THE WHITE GABLES HOMEOWNERS ASSOCIATION, INC., ITS MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ASSOCIATES AND VENDORS FROM AND AGAINST ANY LIABILITY WHATSOEVER CONNECTED TO THE USE OF ANY FACILITY OR PROPERTY AND CONNECTED WITH THE USE BY ME OR ANY OF MY GUESTS OR INVITEES OF ANY AMENITY OR COMMON AREA IN WHITE GABLES. I ALSO SPECIFICALLY AGREE TO INDEMNIFY AND HOLD HARMLESS WHITE GABLES HOMEOWNERS ASSOCIATION, INC., ITS MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ASSOCIATES AND VENDORS FROM AND AGAINST ANY LIABILITY WHATSOEVER CONNECTED WITH OR IN ANY WAY RELATED TO THE SERVICE OF ALCOHOLIC BEVERAGES DURING THE TIME PERIOD I HAVE AGREED TO USE THE FACILITY. IF ALCOHOL IS SERVED TO ANYONE USING THE FACILITY DURING THE TIME I HAVE IT RESERVED, I UNDERSTAND THAT I AM LEGALLY RESPONSIBLE FOR ANY RESULTING LIABILITY.

I hereby certify that I will use the facilities for my personal event only and that I will be present throughout the party. I understand that failure to comply with the foregoing rules may result in withdrawal of facility privileges for a period of time to be specified by the Board of Directors.

Signature: _____

Name: _____

Address: _____

Today’s Date: _____

Telephone: _____

Rental Date: _____



THE WHITE GABLES CLUB
CLEAN-UP AND INVENTORY CHECKLIST

Great Room/Kitchen

- Empty Trash
- Clean table tops
- Ensure *all* furniture is in its *proper* place
- Clean up any spills, food, etc. from floor, walls, doors, etc.
- Wipe down cabinets and counters in kitchen
- Wash and put away any dishes (do not leave them in the sink)
- Turn off**, clean and put away coffee pot(s) (if used)
- Make sure oven/stove is turned off
- Clean inside of the microwave (if used)
- Turn off all lights. **Outdoor** are on timers and are not switched.

Bathrooms

- Empty Trash
- Wipe down cabinets, counters, and toilets
- Sweep and mop floor (if necessary)
- Lock Bathroom Doors

Inventory

- 40-Black Chairs** **5-Round Tables**
- 4-Long Tables**

Trash

Bag all of your trash and haul trash to a dumpsite. The Clubhouse containers cannot accommodate a large volume of trash for multiple parties each weekend.

Cleaning supplies

Cleaning supplies such as Windex, a broom, toilet paper, bathroom towels, etc., are kept in the supply room, between the bathroom doors. Please keep this door locked at all times.

PLEASE MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED BEFORE LEAVING THE CLUBHOUSE

When completed, sign and return with all keys.

Signed: _____ Date: _____