

CLUBHOUSE RESERVATION FORM
FACILITY AVAILABLE TO PELHAM FALLS RESIDENTS ONLY

RESIDENT NAME: _____

**Facility available for use by members in good standing only – May not be reserved for non-members.*

RESIDENT ADDRESS: _____

PHONE: Daytime: _____ **Home:** _____

RESERVATION DATE: _____ **NUMBER OF GUESTS:** _____

TIME OF RESERVATION: From: _____ **to:** _____

TYPE OF FUNCTION: _____

Signature: _____

Date: _____

**By signing, I am acknowledging receipt, review and acceptance of clubhouse rental responsibilities.
I understand that violation of clubhouse responsibilities may result in forfeiting of my security deposit.*

Clubhouse calendar posted on Pelham Falls website

Check availability prior to submitting rental form

DEPOSIT: Issue one check for \$250 to Pelham Falls HOA to cover security deposit.

Check returned at month end if the clubhouse was cleaned & left in good condition.

**Damages exceeding the deposit amount will be billed to the renter.*

RENTAL FEE: Issue a separate check for \$95 to Pelham Falls HOA to cover the rental fee.

This is non-refundable unless reservation is cancelled no less than three days prior to the event.

SEND RENTAL FORM & CHECKS TO:

Non-resident checks will not be accepted

Conrad & Christy Senn

4 Whistler Drive

Greer, SC 29651

Rad – 630-3380

Christy – 630-0988

CONFIRMATION:

Rental confirmed upon receipt of checks

**Resident must be current with dues for clubhouse rental*

ACCESS: Contact Conrad or Christy Senn at 630-3380 or 630-0988 to pick up key.

Key available any time on day of function.

Failure to return key within 24 hours of your function may result in loss of security deposit.

CLUBHOUSE INSPECTED FOR COMPLIANCE WITH
CLEAN-UP & EXIT POLICY UPON RETURN OF KEY

Floors _____

Kitchen _____

Furniture _____

Bathrooms _____

Facility locked _____

Unauthorized use of facility _____

Amount of deposit forfeited _____

PELHAM FALLS CLUBHOUSE

RENTAL RESPONSIBILITIES

Renting the clubhouse:

- Clubhouse may be rented by Pelham Falls resident only – NO exceptions.
- Community member reserving the clubhouse must be present at the rental event.
- Person renting the clubhouse must pick up and return clubhouse key.
- Community member renting clubhouse is responsible for all guests' actions.
- Does not include exclusive use of parking lot, athletic fields, or other common areas surrounding the clubhouse.

Clubhouse furnishings / Care of the facility:

- Vehicles may NOT be driven over the curb and onto the lawn – Deposit will be FORFEITED
- NO tape, staples or thumbtacks used on walls / ceiling / door frames of clubhouse - Deposit will be FORFEITED
- Clubhouse furniture may NOT be moved
- Clubhouse folding tables & chairs must remain inside the clubhouse
- Resident is responsible for damaged or missing clubhouse furnishings
- Resident provides own trash bags & paper products
- NO smoking in the clubhouse
- NO kegs in clubhouse – May be placed on outside porch
- NO wet clothing / NO one wearing wet clothing permitted inside clubhouse
- NO pets are allowed inside clubhouse

Clean Up after function:

Failure to properly clean will result in all or part of deposit being FORFEITED

- Remove all trash – Place in garbage containers inside the brick enclosure
- Empty refrigerator and wipe clean
- Clean spills & crumbs from counter tops, tables, appliances
- Clean kitchen sink
- Sweep floors / Damp mop if needed
- Clean folding tables & chairs and return to storage areas
- Flush toilets and clean bathrooms

Upon Exiting:

- Turn off all ceiling fans and all interior lights
- Adjust heat or air temperature to appropriate “away” setting
- Lock all exterior doors

Community Functions:

- Clean up is the responsibility of person or persons who organized the community function.
- Clubhouse must be cleaned immediately to ensure clean facility for any upcoming private function.

***Clubhouse inspected upon return of key.
All or part of security deposit forfeited for failure to comply.***