



The Laurel Springs Residents' Club Reservation Contract Agreement

Laurel Springs' Property Owner Name: _____

Address: _____ Type of Event: _____

Phone: _____ Email: _____

Date of Event: _____ Start Time: _____ End Time: _____

Number Attending: _____ Per Forsyth County, **maximum occupancy is 105 persons.**

This contract is for rental of the Residents' Club only. This does **NOT** include use of the Swimming Pool.

*******NO WET BATHING SUITS ARE ALLOWED INSIDE the Residents' Club*******

Confirmation of Reservations

Your reservation is not confirmed until **the Property Management Office** receives this **completed form** along with checks for the **rental fee** and **security deposit**.

Make checks payable to: "Laurel Springs HOA" (no cash or credit card payments will be accepted).

Event Attendance	Required Rental Fee	Required Deposit
1 - 25 guests	\$150	\$300
26 or more guests	\$250	\$300

Checks must be drawn from the Owner's account and Owner must sign the contract. In the event of a cancellation, 3-days' notice must be given or the rental fee will be forfeited. The Owner is responsible to ensure the noise level of the function is not a nuisance to any neighboring homes. Your reservation date is only secured after checks are submitted and the agreement is signed by the Property Manager.

Owner Initial: _____ Date: _____

CLEAN UP REQUIREMENTS

We recommend that you add, a minimum of, 30 minutes to end of your reservation time to complete the following requirements: **Remove all trash** from the Club. Bag all trash and place the bags in outside trash cans in the fenced area adjacent to the parking lot.

At the completion of your event:

- Remove all food, alcohol and dishes** from the Club.
 - Remove all decorations** from the Club
 - Take everything you brought into the Club out of the Club before you leave.
 - Return the thermostat to original setting
 - Fill out the clean-up checklist** and place it in the drop box outside the Property Office Door.
 - If it is past 9:30pm - **Notify Security**, at the main gate so they can lock up the Residents' Club.
- Each of these requirements **MUST** be completed. **If they are not completed you will NOT receive your Security Deposit refund.**

Owner Initial: _____ Date: _____



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RESPONSIBILITY AND LIABILITY

Any and all use of the Laurel Springs Residents Club ("The Club") will be under the direct supervision and responsibility of the contracting **Laurel Springs Property Owner ("Owner")**, who must be present during the entire event. The owner shall be financially responsible for any and all damage occurring to The Club during his/her use. Furthermore, the Owner agrees to pay for said damage(s) or exceptional cleaning costs within ten (10) days from the date of the rental. Any collection and/or legal costs incurred by the Association will be the responsibility of the Owner. The Owner assumes all liability for personal injury or loss not arising out of the sole gross negligence of the Association and will defend and hold harmless the Association and its members from all claims arising there from.

Owner Initial: _____ Date: _____

SPECIAL INSTRUCTIONS

- The Club is a **Smoke Free Facility**. **NO Smoking** is allowed in or around The Club
- All attendees at the function must comply with the Declaration and all Association rules and regulations.
- The Owner shall be responsible for the behavior and actions of all persons in attendance.**
- The Club shall be used **for lawful purposes only**. All conduct must be compliant with federal, state and/or local laws.
- Furniture must be not be rearranged**. This will damage the floor.
- NO Glitter, confetti, thrown rice or birdseed** is permitted in and around The Club.
- NO Glue, tape, nails, tacks, or adhesives of any type**, are to be used to attach anything to the walls, woodwork or ceilings. Any evidence of disregard for this rule will result in loss of the Security Deposit.
- NO Signs** are to be placed at the entrances to The Club.
- NO Fireworks are allowed** in or around The Club.
- The Club and parking lot must be vacated **no later than 11pm**.

Owner Initial: _____ Date: _____

I have read and agree that I am responsible for ensuring that all my guests, attendees, vendors, contractors, etc. will abide by all rules, terms and conditions stated in this Laurel Springs Residents' Club Reservation Contract Agreement and the Association's rules and regulations. I also understand that I am responsible for any fines and/or penalties levied as a result of inadequate cleaning of the facilities including the parking lot and any Association property affected by my function, including any damage, stolen property or behavioral violations by any individual(s) attending my function. I understand that the privileges granted under this agreement are subject to the right of the Association to enter the Residents' Club and terminate my use thereof should the conduct of any person using the facility during my event violate this agreement, endanger the health, safety or wellbeing of any person, or pose a threat of damage to the Residents Club. Storage space is NOT available before and after the event.

I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to the serving of alcoholic beverages), and hereby indemnify, release, and forever discharge the Association, its officers, directors, employees, agents, managers and members, present, past and future, from any and all claims, costs, causes of action, and liability for personal injury and/or death and/or damage or destruction of property arising from my use of the Residents Club and its appurtenances, or the unauthorized use of the adjacent pool facilities, except such as results from the sole gross negligence of the Association.



The Laurel Springs Residents' Club Reservation Contract Agreement

I further agree to indemnify and hold harmless the Association, its officers, directors, employees, agents, managers and members, present, past and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any Association member or any other person which arise from or are in any way related to the above function, activity, rental or use of the Residents Club facilities or the unauthorized use of the adjacent pool facilities, except such as result from the sole gross negligence of the Association.

I hereby agree and hold myself accountable for the terms of this agreement:

Property Owner: _____ Date: _____

Signature: _____

The Laurel Springs Homeowner's Association, Inc. ("LSHOA") hereby authorizes owner the use of the Residents' Club on _____ Between the hours of _____ and _____ .

Property Office: _____ Signature: _____ Date: _____

CLEAN-UP AND OTHER CHARGES	
Removal of balloons / decorations	\$50
Glitter / Confetti cleanup	\$50 - \$200
Candle wax removal	\$50
Moving furniture and/or not returning décor to its place	Loss of Security Deposit
Cigarette/Cigar butt cleanup	\$100
Parking lot cleanup	\$100
Repairs resulting from use of tape, glue, pins, nails, etc.	Loss of Security Deposit or at cost (higher amount applies)
Repairs / Replacement of damaged areas or equipment.	At cost

Security Deposit Received: _____ Check: _____ Amount: _____

Reservation Fee Received: _____ Check: _____ Amount: _____

LAUREL SPRINGS HOA CLUBHOUSE INSPECTION LIST

Inspection Area	Pre-Inspection (By Homeowner)	Post-Inspection (By HOA Representative)	Pass/Fail CHARGES
Kitchen- Counter Tops Clean			
Kitchen Sink Clean			
Refrigerator Empty and Clean			
Microwave functioning and clean			
Garbage Can Empty			
Main Room-Furniture Placement			
Ladies' and Men's Bathrooms- Garbage Cans			
Deck and Entry- Furniture Placement			
Thermostat setting - 62 degrees in winter - 78 degrees in summer			
Gas Fireplace switched off			
All Garbage emptied into exterior bins			
Parking Lot Free of Debris and Trash			
All Walls – Free of markings, décor, tape, pins holes, etc			
Marks, pin holes door frames			
Ceiling – Clean, No markings, balloons removed, no damage			
Floors – Clear of rice, food, confetti, glitter, etc			
Floors – no damage or scratches			
Exterior Deck and Parking area clean and clear of food, rice, confetti, glitter, etc			
Furniture – Marks, damage			
Mantle-no damage, pin holes, tape, etc.			

Note: Renters and their Guest are NOT permitted in the downstairs section of the clubhouse at any time; any transgression will result in automatic loss of security deposit and ban from future rentals of clubhouse. The interior and exterior of Clubhouse and parking area are under CCTV monitoring. No wet suits allowed in clubhouse.

Cleanup and other Charges

Removal of Balloons	\$50
Glitter / Confetti cleanup	\$50 - \$200
Candle Wax removal	\$50
Moving Furniture / Décor not returned to its original state	Loss of Security Deposit
Cigarette butt cleanup	\$100
Parking lot cleanup	\$100
Nail / Pin holes	Loss of Security Deposit
Damage to Walls / Flooring/Furniture	AT COST

Other Comments: _____

Renter Feedback: _____

HOMEOWNER SIGNATURE _____

DATE _____

POST EVENT INSPECTION (HOA Representative) _____

DATE _____