



The Laurel Springs Residents Club Clubhouse Reservation Contract Agreement

Property Owner Name: _____

Laurel Springs Street Address: _____

Phone: _____ Email: _____

TYPE OF EVENT			
<input type="checkbox"/> Birthday	<input type="checkbox"/> Graduation	<input type="checkbox"/> Charity Event	<input type="checkbox"/> Wedding
<input type="checkbox"/> Luncheon	<input type="checkbox"/> Meeting	<input type="checkbox"/> Community Event	<input type="checkbox"/> Bridal Shower
<input type="checkbox"/> Other _____			
Date of Reservation: _____		Start Time: _____	End Time: _____
Number Attending: _____			
Note: Recurring reservations must be reviewed at the beginning of each calendar year.			

RESERVATIONS

To make a Residents Club reservation and secure a date, the Property Management Office must receive 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

Per Forsyth County maximum occupancy is 105 people.

The Laurel Springs Homeowners' Association, Inc. ("LSHOA") hereby authorizes property owner the use of the Residents Club on _____ between the hours of _____ and _____ pursuant to terms set below.

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, 30 minutes to end of your reservation time to complete the following requirements:

- Return all furniture to the original position
- Trash must be removed from the Club and placed in outside trash carts
- Remove all food, alcohol and dishes from kitchen area; clean as required
- Remove all decorations
- Remove everything you brought with you
- Return the thermostat to original setting

Return clean-up check list to Property Management office. At the completion of your event, notify security officer at the main gate guard house. They will lock up the building after the event.

Owner Initial: _____ Date: _____

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 Residents Club and parking lot must be vacated no later than 11pm.
- 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 Residents Club shall be used for lawful purposes only. All conduct must be in compliance with federal, state and/or local laws.
- Furniture and accessories must be returned to their original position.
- Storage space is not available before or after the rental.
- Glitter and confetti are not permitted.
- Glue, nails, tacks, or adhesives of any type, may not be used to attach anything to the walls, woodwork or ceilings.
- Signs may not be placed at the entrances to the Residents Club.

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.

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.

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: _____ Signature: _____ Date: _____

Property Office: _____ Signature: _____ Date: _____

Security Deposit Received: _____ Check: _____ Amount: _____

Reservation Fee Received: _____ Check: _____ Amount: _____