

## Escoba Bay Clubhouse Rental Agreement

Resident rental price per day-\$150\_\_\_\_\_

Resident refundable deposit fee per day-\$150\_\_\_\_\_

Resident total-\$300\_\_\_\_\_

Sponsored nonresident price per day- \$200\_\_\_\_\_

Sponsored refundable deposit fee per day - \$200\_\_\_\_\_

Sponsored nonresident total - \$400\_\_\_\_\_

Date\_\_\_\_\_

Time\_\_\_\_\_

Estimated number of people\_\_\_\_\_

-Please note: You will be able to set up for your event the day before your rental date if the date is not booked. You will also be allowed to clean up the morning after your event if the date is not booked. If someone would like the day before or after your event, you will have the first right of refusal. (meaning: you will have the option to rent another day to give yourself time to set up or clean up)

Resident/Sponsor name, signature, address and phone number

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Renters name, address and phone number (only if the renter is not a resident)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### Important phone numbers

Business office 910-327-0238

Facilities Manager 304-261-3137

**Renters signature**\_\_\_\_\_

**Please read carefully and initial each item below. Your deposit will be held if rules are not followed and /or cleaning is not completed according to signed rental agreement**

\_\_\_ I am aware that if I rent the clubhouse after November 18<sup>th</sup> it will be decorated for Christmas and the decorations will NOT be removed.

\_\_\_ I am aware that the pool is not included in my rental.

\_\_\_ I agree to inspect for cleanliness and report problems to the Facilities Manager before my event.

\_\_\_ I agree to be on the premises at all times of the rental and follow the rules given to me.

\_\_\_ I agree to complete cleaning of the clubhouse according to the clean-up checklist no later than the day following the rental date. (If the clubhouse is rented the next day the cleaning must be done the day of the rental)

\_\_\_ I am aware that if any damages exceed the amount of deposit or if the clubhouse is not left in the condition I received it, I will be responsible for charges.

\_\_\_ I understand I am responsible for the actions of my guests and will comply with all state and federal laws, including those in regards to alcohol consumption.

\_\_\_ I understand that the rental fee and deposit must be received in order to confirm my reservation.

\_\_\_ 24hours cancellation notice is required to receive a refund.

\_\_\_ I must be present for pre and post inspection.

**Renters signature**\_\_\_\_\_

## Pre Inspection

Preformed by (HOA representative) \_\_\_\_\_

I, \_\_\_\_\_ (Renter), have done a walkthrough and pre inspection of the Escoba Bay Clubhouse prior to my event on \_\_\_\_\_ (date). The clubhouse is clean and acceptable for my event.

By signing below, you agree the Escoba Bay Clubhouse is acceptable and you will leave it in the same condition after your event.

Additional comments or notes

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**Renters signature**\_\_\_\_\_

## Post Inspection

Performed by (HOA representative) \_\_\_\_\_

Date of Inspection \_\_\_\_\_

\_\_\_ Fold and stack all chairs and tables in storage room

\_\_\_ Kitchen

\_\_\_ Porch

\_\_\_ Ballroom

\_\_\_ Downstairs rooms

\_\_\_ Stairway

\_\_\_ Upstairs rooms

\_\_\_ Floors

\_\_\_ Bathrooms

\_\_\_ Doors

\_\_\_ Empty trash cans

Additional comments or notes

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**Renters signature** \_\_\_\_\_