



HOLLY TRACE HOA CLUBHOUSE RENTAL CONTRACT

118 Circle Slope Drive
Simpsonville, SC 29681
www.hollytracehoa.com

Please read & complete the following contract. It is your responsibility as the Lessee to understand all rental rules & guidelines outlined in this contract. If you have any questions about anything outlined in this contract, contact the association clubhouse volunteer.

LESSEE INFORMATION – PLEASE PRINT

_____	_____	_____
Last	First	Home Phone
_____	_____	_____
Full Address		Mobile Phone
_____	_____ / _____	_____
Date of Rental	From	Until

Are you a (circle one): HOME OWNER or HOME RENTER

All clubhouse rentals must begin (including setup) no earlier than **8am** and end by **10pm**.

RENTAL INFORMATION

Type of function _____ Expected # in party _____

Which of the following will be used/served? (Check all that apply)

- Food
- Beer
- Wine
- *Decorations

**Please note silly string is not permitted outside or inside the clubhouse.*

RESERVATION AND DEPOSIT POLICY

Rental Fee is \$50. Deposit is \$50.

To reserve the facility, Lessee must submit:

- 1) Two (2) **separate checks** for the deposit & rental fee, payable to Holly Trace HOA: Rental check in the amount of **\$50.00** and Deposit check in the amount of **\$50.00**. This deposit check will be voided if rooms are restored to original condition, no violation of the rules has occurred, no complaints about the event have been received, and the rental key is returned to the Clubhouse Volunteer Contact. Lessees Holly Trace HOA account must also be in good standing to rent facility. No refund will be forthcoming if the event is canceled unless it is canceled at least a one month in advance.
- 2) Completed rental form.

To submit the above: Please either mail your checks to Holly Trace HOA, 118 Circle Slope, Simpsonville, SC 29681 or drop them in the HOA mail box. The treasure will let the Clubhouse Volunteer know when your remittance has been received.

The Clubhouse Volunteer will contact you to arrange a time to meet at the clubhouse prior to your event (or advise you otherwise). At that time, your contract will be collected and you will receive the entry key and other necessary security information. After your event the clubhouse pouch can be returned to the basket on the front porch at 8 Holly Trace.

CLEAN UP PROCEDURES

Lessee understands and assumes the following cleaning responsibilities before the rental is completed (no later than 1am):

- All personal items (food, furniture, stereo, etc.) must be removed from the premises.
- All decorations must be removed. Please do not use tape/nails/tacks on the walls or furniture to prevent damage. Do not remove any pictures, mirrors or wall hangings that are in the clubhouse.
- All garbage must be disposed of and removed from the premises. There are several trashcans outside to utilize.
- If clubhouse furniture is re-arranged, it must be put back in its original location.
- Tables and folding chairs must be left out after the event.

RENTAL RULES

1. The Lessee must be a Holly Trace resident, 21 years of age or older and must be on site during the entire rental function. Any function for those younger than 21 years old must have adult supervision (one parent for every 10 persons under 21 years old). Lessees are not allowed to rent the facility and then not attend/supervise the function. If lessee is a Holly Trace **renter**, they must inform the owner they are renting the clubhouse.
2. The Lessee is financially responsible for any and all damage to the clubhouse and surrounding area during the rental period.
3. The Lessee may not use any decorations that will cause damage to the walls, wood, floor, or windows or any other part of the club. Silly string, strictly prohibited.
4. Lessee must return all furnishings to the positions originally found prior to the start of the rental.
5. The Lessee must supply any additional tables, chairs, etc. that may be needed and are not on the premise. All additional equipment must be delivered and removed during the rental period unless other arrangements are made with the Clubhouse contact.
6. Clubhouse Contact as the Holly Trace HOA agent have the right to be present or visit the clubhouse during the rental to make sure all the rules and policies are being followed. If during the visit the management finds any rule violations the Clubhouse Contact has the right to enforce rules and/or end the function with loss of fee and deposit.
7. In compliance with the Greenville County Noise Ordinance, all rentals are required to play any music in moderation so that it does not disturb area residents. If noise complaints are made, the Holly Trace HO Association reserves the right to terminate Lessee’s contract without refund of rental payment. The Noise Ordinance is strictly enforced after 11:00 p.m.
8. If any alcoholic beverages are to be served at the rental, the Lessee assumes full responsibility. The Lessee assumes responsibility that no one under the age of 21 can be served or consume alcoholic beverages; no one who is intoxicated can be served alcoholic beverages; any intoxicated guest must not be permitted to drive home when leaving their function and the Lessee assumes full responsibility for guests when alcohol is served.
9. The lessee may not charge admittance to the clubhouse during rental without prior written approval.
10. Parking must be in the parking lot or designated parking only.
11. All clubhouse rentals must begin (including setup) no earlier than 8m and end by 1am
12. This is a smoke free facility.
13. Pets are not permitted in the facility.
14. The clubhouse is the property of your Home Owners Association and should be treated as such. Only members in good standing (assessments current) can reserve the clubhouse.
15. Rental of clubhouse does not include pool usage. Occupants of clubhouse are not allowed on the pool deck at anytime. Members are not allowed to use the pool area after the pool has closed for the day. Any person found on the deck will be considered trespassing and will be arrested and prosecuted.
16. Appropriate attire is required, wet bathing suits are prohibited.
17. Any deviation or violation of the rental contract can result in your deposit being withheld.

Lessee shall indemnify and save the Holly Trace Homeowners Association, the Holly Trace Homeowners Association Board, harmless from and against any and all loss, damage and liability occasioned by, growing out of, or arising or resulting from any default on the part of Lessee hereunder, or any negligent act on the part of Lessee, his agents, contractors, invitees or guests, including reasonable attorney’s fees and expenses.

**INDEMNIFICATION OF HOLLY TRACE HOMEOWNERS ASSOCIATION
ACKNOWLEDGEMENT OF CONTRACT**

I have read and understand the Rental Contract and agree to the terms.

SIGNATURE _____

DATE _____

Rental Contract Date Received _____

Rental Fee Payment Date Paid _____ Check # _____

Deposit Payment _____ Check # _____ Returned/Shred: _____