

# Wellington Park HOA

c/o Sentry Management Inc, 3109 Poplarwood Ct Ste 310, Raleigh NC 27604  
Phone: 919.790.8000 Fax: 919.790.5824 Email: ajohnson@sentrymgt.com

## RENTAL AGREEMENT FOR THE WELLINGTON PARK HOA CLUBHOUSE

Requested Date: \_\_\_\_\_ Time of Function: \_\_\_\_\_

Purpose: \_\_\_\_\_ Will alcoholic beverages be served?  Yes\*\*  No

*\*\* (If Yes, the Host Liquor Liability Agreement must be completed)*

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

E Mail Address \_\_\_\_\_

### DEPOSIT ENCLOSED INCLUDES *(please check all that apply)*

Required: **2 separate checks for \$100 ea.** for Security and Cleaning

### RENTAL FEE ENCLOSED AS SEPARATE CHECK *(please check one)*

Clubhouse \$75

**TO OBTAIN THE KEY FOR YOUR CLUBHOUSE RENTAL:** Once payment and forms have been submitted, the property manager will notify the board. A board member will reach out to and arrange a time to meet at the clubhouse to obtain the key. *(Forms and payments must be submitted at least 72 hours in advance of the rental.)*

The clubhouse will be checked immediately after the rental. The management company will be notified of any damages or additional cost for cleaning (if necessary). Your deposit checks can be returned or shredded provided there are no damages found nor is any additional cleaning deemed necessary.

Please complete and sign the statement below, enclose two separate checks **PAYABLE TO WELLINGTON PARK HOA** and mail to the above address.

I, the undersigned, hereby request to rent and assume responsibility for the clubhouse facilities of Wellington Park on \_\_\_\_\_ during the hours of \_\_\_\_\_ to \_\_\_\_\_. I agree to pay a rental fee of \$\_\_\_\_\_ plus a \$\_\_\_\_\_ security deposit. It is understood that the deposit will be refunded **ONLY** after the property has been inspected and found to be clean by the contracted professional cleaning service and in good order. This refund, whole or in part, at the sole discretion of Clubhouse Manager, will be mailed no later than two (2) weeks after the rental period.

It is understood that a homeowner will be present during the entire time period that the Clubhouse is being rented. **It is further understood that rental of the Clubhouse does not include usage of the pool or the pool deck.** I have read and agree to abide by the clubhouse rules. By signing this request, I am agreeing to abide by all Association rules and regulations and agree to hold harmless Wellington Park Homeowner's Association from any claim of liability in connection with this event.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

Wellington Park reserves the right to expel any members and their guests not conforming to the rules and regulations, or causing undue commotion.

# GENERAL RULES

Clubhouse parties shall end no later than: 11 PM Sunday thru Thursday  
12 AM Friday and Saturday

The use of tobacco in any form is NOT permitted within the clubhouse.

**Rental of the Clubhouse DOES NOT include usage of the pool or the pool deck. Please be sure your guests do not enter the pool area and monitor young children at all times. Violation of this rule will result in homeowner being call to a hearing and possible fine and/or loss of recreational privileges.**

Upon exiting the clubhouse, the thermostat should be set to the following settings:  
Fall/Winter: 60° Spring/Summer: 80°

Ensure that all lights are turned off, **all doors are locked** and sticks to secure sliding glass doors are put in the proper place.

The following cleaning procedures must be followed after the rental of the clubhouse. Failure to follow these cleaning procedures will result in the forfeiture of some or all of your deposit. Additional damages to the clubhouse will be billed to the person in charge of renting the clubhouse.

- **NOTHING should be stuck to the walls or wallpaper in any room including tape, pins, push pins, etc. Confetti is not allowed**, as it cannot be vacuumed or easily cleaned up. **Cup hooks are provided** in the main room for hanging streamers, balloons, etc.

- All garbage should be bagged and placed in the **trashcans to the side of the building**. Regular garbage goes in green trashcans; recycling in brown. Placing regular garbage in recycling bins will result in loss of deposit.

- Please do not permit young children to eat or drink on the carpeted areas. Whenever possible, confine all eating and drinking to the kitchen and foyer.

- Wipe all tables and return to the bathroom foyer area. Wipe chairs as necessary, fold and replace on chair rack in bathroom hallway area.

- Cleaning supplies are located in kitchen closet.

- **General Rules for Cleaning the Kitchen & Foyer:**

Sweep and mop the floor. Use linoleum cleaner or Pine Sol.  
Scrub down sink and wipe down counter tops and cabinets.  
Clean stovetops and ovens after each use (inside and out).  
Ensure oven and stove are turned off.  
Remove all food from refrigerator and wipe out.

- **General Rules for Cleaning the Main Room:**

Vacuum floor and use spot cleaner on any stains.  
Remove any streamers or balloons from hangers.  
Wipe sliding doors and/or windows as necessary.

- **General Rules for Cleaning the Bathrooms & Hallway:**

Sweep and damp mop floors.  
Flush and wipe toilets.  
Clean sinks and counter tops.

*Portions or all of your deposit may be retained if the above cleaning is not performed or the doors are left unlocked. If additional cleaning is necessary, the contracted professional cleaning service will be paid out of your deposit. Arrangements should be made prior to your rental if you would like to hire the cleaning service to clean after your event.*

# HOST LIQUOR LIABILITY AGREEMENT

The undersigned hereby agrees to accept HOST LIQUOR Liability responsibility for *(state activity)*  
\_\_\_\_\_ held on \_\_\_\_\_ between the hours of \_\_\_\_\_ and  
\_\_\_\_\_ to hold Wellington Park Homeowner's Association, Inc. harmless.

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**DATE**

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**NORTH CAROLINA**

\_\_\_\_\_ **COUNTY**

I, \_\_\_\_\_, a Notary Public for said county and state, do hereby  
certify that \_\_\_\_\_ personally  
appeared before me on this day and acknowledged the due execution of the foregoing  
instrument.

Witness my hand and official seal,

This the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My commission expires: \_\_\_\_\_, 20\_\_\_\_\_.

# WELLINGTON PARK CHECKLIST

## **IMPORTANT REMINDER**

### **Rental of the Clubhouse does not include usage of the pool or pool deck.**

**Please be sure your guests do not enter the pool area and that they do not bring glass beyond doors leading to hallway to bathrooms**

**Please complete upon departure from the clubhouse and return to management company for the return of your deposit.**

- Sweep and mop the floor.
- Scrub down sink and wipe down counter tops and cabinets.
- Clean stovetops and ovens after each use (inside and out). *Ensure oven and stove are turned off.*
- Remove all food from refrigerator and wipe out.
- Vacuum floor of main room and use spot cleaner on any stains.
- Remove any streamers or balloons from hangers.
- Wipe sliding doors and/or windows as necessary.
- Flush and wipe toilets.
- Sweep and damp mop the bathroom floor.
- Clean sinks and counter tops.
- All garbage is bagged and placed in the trashcans to the side of the building. Regular garbage goes in green trashcans. Recycling goes in brown trashcans. NOTE: Putting regular garbage in recycling can result in loss of your deposit.
- Ensure that all lights are turned off and sticks to secure sliding glass doors are put in the proper place.
- All doors are locked.**

Signature: \_\_\_\_\_

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Date of Rental: \_\_\_\_\_

Please send to: Wellington Park HOA  
c/o Sentry Management Inc  
3109 Poplarwood Ct Ste 310  
Raleigh NC 27604