Wellington Park A

Please forward this form with payment to Emily Northrup c/o Sentry Management Inc, 3109 Poplarwood Ste 310, Raleigh NC 27604 Phone: 919.790.8000 EXT 52521 Fax: 919.790.5824 Email: enorthrup@sentrymgt.com

## **RENTAL AGREEMENT FOR THE WELLINGTON PARK HOA CLUBHOUSE**

Requested Date:	Time of Function:			
Purpose:	Will alcoholic beverages be served?	O Yes**	O No	
**(If Yes, the Host Liquor Liability A	greement must be completed)			
Name:				
Address:				
Daytime Phone:	Evening Phone:			
E Mail Address				

DEPOSIT REQUIRED PRIOR TO RENTAL:

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

#### RENTAL FEE ENCLOSED AS SEPARATE CHECK

□ Clubhouse \$75

**TO OBTAIN THE CODE FOR YOUR CLUBHOUSE RENTAL**: Once payment and forms have been submitted, the property manager will notify the board. A board member will program the last 4 numbers of your phone number into the door lock. (*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 \$\_75\_ plus a \$\_200\_\_ security & cleaning 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/shredded no later than two (2) weeks after the rental period.

It is understood that a WP homeowner will be present during the entire time period that the Clubhouse is being rented. It is further understood that rental of the Clubhouse <u>does not</u> 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 <u>DOES NOT</u> 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 the loss of future rentals.

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 with permanent adhesive such as duct tape. Confetti & glitter is not allowed, as it cannot be vacuumed or easily cleaned up.

- All garbage should be bagged and placed in the green trashcans to the side of the building.
- 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.
- <u>General Rules for Cleaning the Kitchen & Foyer:</u> Sweep and mop the floor with cleaner provided.
  Scrub down sink and wipe down counter tops and cabinets.
  Wipe out microwave if used.
  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, balloons & all decorations. Wipe sliding doors and/or windows as necessary.

#### General Rules for Cleaning the Bathrooms & Hallway:

Sweep and damp mop bathroom 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)

\_\_\_\_\_ beld on \_\_\_\_\_ and

\_\_\_\_\_to hold Wellington Park Homeowner's Association, Inc. harmless.

SIGNATURE

DATE

COUNTY	
I,	, a Notary Public for said county and state, do hereby
certify that	personally
appeared before me on this day and a	cknowledged 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 <u>do</u> <u>not bring glass beyond doors leading to hallway to bathrooms</u>

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

- Sweep and mop the floor.
- $\rightarrow$  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.
- $\rightarrow$  Vacuum floor of main room and use spot cleaner on any stains.
- Remove any streamers or balloons from hangers.
- $\rightarrow$  Wipe sliding doors and/or windows as necessary.
- $\rightarrow$  Flush and wipe toilets.
- $\rightarrow$  Sweep and damp mop the bathroom floor.
- $\rightarrow$  Clean sinks and counter tops.
- $\rightarrow$  All garbage is bagged and placed in the green trashcans to the side of the building.
- + 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:			
Printed Name:		Phone Number:	
Date of Rental:			
Please send to:	Wellington Park HOA c/o Sentry Managemer 3109 Poplarwood Ct Ste Raleigh NC 27604	t Inc	