

Wellington Park HOA

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? Yes** No

*** (If Yes, the Host Liquor Liability Agreement 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.

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)*
_____ held on _____ between the hours of _____ and
_____ to hold Wellington Park Homeowner's Association, Inc. harmless.

SIGNATURE

DATE

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 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: _____

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Raleigh NC 27604 enorthrup@sentrymgt.com