



The Clubhouse at Kings Grant Rental Agreement

Thank you for your interest in booking an event at The Clubhouse at King's Grant. Please be advised that The Clubhouse is an event space in a residential subdivision located in Summerville, SC. The Clubhouse is owned by the King's Grant Homeowners Association (KG HOA) members. As such, we welcome events hosted by KG HOA Members OR members of the public who are sponsored by a KG HOA member. All inquiries are encouraged and, if possible, we may be able to assist you with obtaining sponsorship from a member. You may email clubhousekingsgrant@gmail.com or call 843-607-7823.

The Clubhouse at King's Grant does not and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, volunteers, subcontractors, vendors, and clients.

RENTER INFORMATION

Renter's Name: _____ **Email:** _____

Sponsor's Name: _____ **Email:** _____

Renter's Address: _____

Phone #: _____

Alternate Phone #: _____

Reservation Event Date: _____

Reservation Area (Clubhouse only OR Clubhouse & park area): _____

Number of Guests (may not exceed 200 in Clubhouse): _____

Rental Start Time: _____

Rental End Time: _____

(Setup and clean-up must be included in this time frame. Maximum rental period is 8 hours. Any function exceeding this time will be charged overtime charges.)

Function Description: _____

Will beer, wine, champagne or liquor be served or consumed during the event? (yes or no): _____

(Renter must hire a licensed and insured bar service provider to serve alcoholic beverages. Proof of business license and liquor liability insurance will need to be provided by renter or vendor to the KG HOA.)

Name of Catering/Food Service Provider: _____

Name of Beverage/Bar Service Provider (if applicable):

RENTER'S NAME:

EVENT DATE:

General Terms and Conditions:

(Renter's Initials)

() The clubhouse facilities may be rented for private parties hosted by King's Grant homeowner or persons sponsored by a King's Grant homeowner. KG Homeowner Association dues must be current in order to reserve the clubhouse facilities. The individual making the reservation must be at least 21 years old. Please note the KG homeowner must be directly hosting the event for the resident rate to apply.

() King's Grant HOA or person appointed by the KG HOA to represent their interests reserves the right to grant or deny the rental of the clubhouse and to determine what hours the clubhouse may be rented. In scheduling use of the clubhouse KG HOA functions may take precedence over private functions not already scheduled. Rental agreements will be processed in the order received and scheduled upon management approval, receipt of signed agreement and initial payment.

() The contracted party will not reassign the rental property or sublet or grant any concession or license to use the building or grounds. Any violation of this rule will terminate this agreement.

() All clubhouse rentals are limited to the hours of 8am to 12am Friday and Saturday or 8am to 10pm Monday-Thursday. Sundays are from 1-10pm. Maximum rental period is 8 hours. Weddings are exempt from the 8-hour maximum at the discretion of the clubhouse manager.

() All clean-up, breakdown and rental pickup must be completed by your event end time listed on the rental agreement. KG HOA reserves the right to establish time limits due to other rentals of either the area reserved or other areas of the clubhouse. Failure to vacate the property and grounds by the listed event end time on the agreement will result in the forfeiture of your security deposit.

() There is a maximum capacity of 200 people in the clubhouse. Any event exceeding this maximum capacity number will be terminated for safety reasons. Renter understands this contract includes only the reservation area specified on the rental agreement. Any other areas are off limits.

() The use of the pool is not included with the rental of the clubhouse. These areas may be rented under a separate agreement.

() It is understood and agreed that the clubhouse will be clean and in good condition before the event. Renters are expected to remove anything brought in especially for the event. **Client and/or catering and bar service providers must provide their own trash bags (55-gallon) to be used during the event. All trash is to be removed by renter or renter's representative from the clubhouse and placed in the on-site dumpster located in the parking lot.** Failure to do so will result in the loss of the security deposit.

() Renter acknowledges for security purposes all doors at the clubhouse must be kept closed at all times.

() The renter is solely responsible for all setup and clean-up of the area reserved and any surrounding areas which renters, or guests, may have used. This includes setup and breakdown of clubhouse tables and chairs that are used during the event. Setup and clean-up times are considered part of the paid event time. Use of unreserved time will result in the loss of the security deposit.

() The clubhouse will be cleaned the next day before 10am. At that time, an inspection will be made of the facility to determine if any damage has occurred or if clean-up requires more than normal attention. Once the post-event inspection is completed and provided that the room is returned in the same condition it was rented and there is no damage, a check for the security deposit will be mailed to the renter within 10 business days. In the event of any discrepancy, the renter will be notified. The security deposit will be refunded only after the facility has been inspected and found to be in good order.

() It is understood and agreed that any damage to the facility, its furnishing and equipment therein that is in excess of the security deposit shall be the renters' responsibility.

() The KG HOA or clubhouse manager is not responsible for damage or loss of any items or articles left in the area reserved or any part of the clubhouse prior, during or after the event. The renter will indemnify and hold the KG HOA and clubhouse manager harmless from any such claim.

() The KG HOA reserves the right to cancel this agreement at any time due to severe weather, acts of God, disaster or in the sole opinion of the KG HOA if it deems necessary to do so. Any refundable deposits will be mailed within 10 business days.

() Renter understands that they are responsible for the actions and behavior of any attendees of their scheduled event and accept this responsibility. The clubhouse manager reserves the right to terminate an event at anytime if rules are not being followed or for a safety issue. In this event, client will forfeit any security deposit.

() An off-duty police officer is REQUIRED when guest count exceeds 75 people or ANY event that allows the service or consumption of any alcoholic beverages. Officer will be present for three hours prior to end of the event. Renter will be responsible for the \$120.00 security fee paid to the KG HOA. Police officer will be provided by the KG HOA.

() The clubhouse is located in a residential area. A reasonable maximum sound level shall be determined for amplified sound by the clubhouse manager. Music volume shall not exceed the decibel level outlined by the local noise ordinance. Amplified music must stop by 11:00pm per this ordinance. Bass levels must also stay at a reasonable volume as determined by the clubhouse manager.

() No fireworks, sparklers, confetti cannons, wishing lanterns, helium balloons or water balloons may be used anywhere on the premises.

() For weddings, real flower petals, bird seed throwing and soap bubble blowing is permitted on the exterior of the property and not to be used on the stairs, porches or interior of the clubhouse.

() All renters are required to contact the clubhouse manager at 843-607-7823 when ready to vacate the building at the end of the event. Lockup is essential to the security of the building and failure to contact the clubhouse manager will result in the forfeiture of the security deposit.

Food & Bar Services Information

() All on-site food catering or bar service providers must be licensed and insured. **A copy of the catering/bar service contract or invoice along with vendors' Certificate of Insurance (COI) must be emailed by the client or vendor to the clubhouse manager 60 days prior to the event when remaining balance is paid.**

Due Date for COIs and Catering/Bar Contract Copies: _____

() KG HOA requires that all alcoholic beverages must be served by a professional catering or bar service provider. Alcoholic beverages include any beer, wine, champagne, or liquor. Renter understands they are responsible for the appropriate performance by their licensed and insured alcoholic beverage provider to ensure that any alcoholic beverages will be served only to those of legal age and appropriate demeanor. Renter acknowledges that the event space and property may be inspected at any time by the clubhouse manager during the rental period to ensure compliance with this requirement. Consumption of any alcoholic beverage not provided by an insured bar service provider is a violation of clubhouse rules and will be grounds for immediate termination of the event and forfeiture of the security deposit.

() All alcoholic beverages must be consumed in the immediate area (inside clubhouse or on porches) of the rented facility. No alcoholic beverages shall be taken to the park or pool area.

() KG HOA assumes no responsibility for incidents that arise as a result of consumption of alcoholic beverages. Renter agrees to hold KG HOA harmless for results of any actions of the renter, attendees or vendors during and after the event.

() Client will ensure that no food, drink, or ice will be left in the refrigerator or kitchen area at the end of the event.

Rental Vendor Information

() The Clubhouse rental only includes tables and chairs. Linens are not provided.

() Any rentals, linens, plates, or glassware are to be properly broken down and stored on the porch for **same night pick-up** by rental company. The KG HOA will not assume responsibility for any rental items left on the porch overnight.

() Any tent or jump castle placement for any event must get pre-approval from the Clubhouse manager. All tent and jump castle rentals must be delivered the day of the event and picked-up the night of the event unless otherwise approved by the clubhouse manager.

RENTAL FEES:

The KG HOA reserves the right to charge rentals fees as needs require. **All checks to be made payable to: The Clubhouse at King's Grant. All returned checks will be subject to a fee of \$35.00. Payments made using credit card will be subject to a 4% fee. Payments made in cash must be exact amount as no change will be provided.**

The following is the schedule of payment for the security deposit, rental fees, security fee and park fee (optional) at the Clubhouse at King's Grant:

Security Deposit (Refundable)	Due when this agreement is signed	Amount:	Due Date:
½ Rental Fee	Due when this agreement is signed	Amount:	Due Date:
Final ½ Rental Fee	60 days before event date	Amount:	Due Date:
Security Fee (if applicable)	60 days before event date	Amount:	Due Date:
Park Fee (if applicable)	60 days before event date	Amount:	Due Date:

TOTAL AMOUNT:

() **Rental fees are NOT refundable.** The renter may transfer their deposit to another date ONE time but are subject to new rental rates if applicable. Renter must give 60 days notice in order to change rental dates or ½ rental fee will be forfeited. Notice must be sent by certified mail to: King's Grant HOA, 222 Fairington Drive, Summerville, SC 29485.

I hereby certify that the event for which The Clubhouse at King's Grant is being rented is being conducted by me, that I will be present at the event, and I will be responsible for the conduct of the function and the attendees. I understand if this is not true, I risk termination of my event and forfeiture of the security deposit and any rental fees. I further certify that I understand and accept the terms of the above agreement and acknowledge "The Clubhouse at King's Grant Rules of Use" as provided with this agreement.

Renter's Signature:

Date Signed:

Management Approval Signature:

Date Signed:

Amount of Security Deposit & ½ Rental Fee:

Date Received:

Payment Method:

Remaining Balance due 60 days prior to event:
(incl. security and/or park fees)

Date Received:

Payment Method:

The Clubhouse at King's Grant

Rules of Use for all Clubhouse Renters and Guests

*****Violation of any of these rules will result in forfeiting part or all of renter's security deposit and possible termination of event. Damage to building that exceeds amount of security deposit amount will be charged to renter. For your reference, these rules are posted inside The Clubhouse at King's Grant.**

- 1) **This is a smoke free facility.** Smoking (including electronic devices) is prohibited inside building, on porches, steps and around the building. Smoking is restricted to the parking lots, and all cigarette butts must be removed.
- 2) No admittance will be allowed in clubhouse before 8 AM.
- 3) All events, including breakdown and cleanup must be over and clubhouse vacated by 12:00 AM on Friday and Saturday or 10pm on all other days. Failure to leave on time will result in loss of security deposit.
- 4) Clubhouse renters and guest parking in May through September, is to use tennis court side lot. The pool side parking may be used for clubhouse overflow parking only.
- 5) Do not at any time block the handicap ramps, both the one coming from the parking lot to the left side of the building and the one at the curb in front of the building.
- 6) **Doors and windows must remain closed at all times before or during event.** Opening the building to the outside humidity will result in over taxing the units thus compromising their cooling capacity. Also, condensation may result causing dripping from overhead ducts.
- 7) **Do not attempt to reset the thermostats.** If you need the thermostats readjusted, please call The Clubhouse Manager at 843-607-7823
- 8) All tables, chairs and all other items in setups must maintain a 4' clear access to all exits as required by law for emergency evacuation. No exits are to be blocked by tables, chairs or any other equipment.
- 9) Decorating inside the clubhouse is permitted and is done within the contract rented hours for the event. Do not attach anything to fire sprinkler pipes.
- 10) Exterior decorations or banners require advance written approval of KG HOA or clubhouse manager.
- 11) **Nothing is to be hung on the walls. Tape, command hooks, nails, tacks, screws are prohibited.**
- 12) Any alcoholic beverages consumed on premises shall be served ONLY by a licensed and insured bar service provider. Alcoholic beverages include any and all beer, wine, champagne or liquor being served or consumed.

13) There must be no overstocking of the refrigerator. Refrigerator cannot cool cases of beer and soft drinks. Use coolers with ice to keep large quantities of beverages cold. **DO NOT DUMP ICE FROM COOLERS ON GRASS OR LANDSCAPING.**

14) No food, beverages or ice shall be left in refrigerator or anywhere in clubhouse at the end of the event.

15) Renter is responsible for cleaning up all spills and dropped food off floor. Mop any spills with water only using rag mop found in the clubhouse utility room.

Renter's Signature:

Date Signed:

Event Date:

16) All food spots and sticky spots must be cleaned off tables and chairs by renter. Failure to do so could result in forfeiture of any security deposit.

17) All decorations, rentals, food, drink and trash must be removed from the clubhouse at the end of the event. Trash is to be placed in on-site dumpster provided by The Clubhouse at King's Grant. Any items that do not fit in the dumpster must be removed off-site by renter or renter's representative.

18) Waste receptacles are provided in ladies' restroom stalls for sanitary items. **Do not place such items in toilets, as it will plug plumbing and result in event termination.**

19) No bicycles and/or skateboards allowed on porches.

20) No pets allowed except a service dog trained in assisting its owner.

21) No fireworks, sparklers, confetti cannons, wishing lanterns, helium balloons or water balloons may be used anywhere on the premises.

22) Bar-b que grills, smokers or open flame of any kind is prohibited on porches.

23) Events must be supervised by the renter at ALL times.

24) Music volume shall not exceed the decibel level outlined by the local noise ordinance. Amplified music must stop by 11:00pm per this ordinance. Noise and bass levels must stay at a reasonable volume as determined by the clubhouse manager.

25) For weddings, real flower petals, bird seed throwing and soap bubble blowing is permitted on the exterior of the property and not to be used on the stairs, porches or interior of the clubhouse. Otherwise, there will be a cleanup charge.

26) All renters must contact the Clubhouse Manager at 843-607-7823 when ready to vacate the building. Lockup is essential to the security of the building and failure to contact the Manager for a lock up will result in a forfeiture of renter's security deposit.

27) An off-duty police officer will be present for all evening events when guest count exceeds 75 people or ANY event that allows the service or consumption of alcoholic beverages. Alcoholic beverages include beer, wine, champagne or liquor. Officer will be present 3 hours prior to end of the event. Officer will be provided by KGHOA.

28) Renter, guests, and vendors will vacate the building on time or security deposit will NOT be refunded.

By signing below, the renter acknowledges the following:

- (i) that renter has received a copy of these "Rules of Use for the KG Clubhouse"
- (ii) that renter has read the rules carefully before signing it,
- (iii) the renter understands these rules are posted in the clubhouse
- (iv) the renter understands their obligation, as well as their guests, to abide by these rules. Failure to do so could result in termination of the event and forfeiture of security deposit.

Renter's Signature:

Date Signed:

Event Date:

SAMPLE DOC