

# HEDINGHAM COMMUNITY ASSOCIATION

## WILLOW OAK CLUBHOUSE RENTAL CONTRACT

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

### LESSEE INFORMATION – PLEASE PRINT

Name \_\_\_\_\_ Are you an (circle one): OWNER RENTER  
Full Address \_\_\_\_\_ Home Phone \_\_\_\_\_  
\_\_\_\_\_ Cell Phone \_\_\_\_\_

### RENTAL INFORMATION

Date of Rental \_\_\_\_\_ All clubhouse rentals must begin (including setup) no earlier than 10am and end by 1am  
Type of function \_\_\_\_\_ Expected # in party \_\_\_\_\_

Which of the following will be used/served? (check all that apply)  Food  Beer  Wine  \*Decorations

\*Please note that all types of confetti, silly string and helium balloons are not permitted inside the clubhouse.

### RESERVATION AND DEPOSIT POLICY

To reserve the facility, Lessee must submit:

- **Completed rental form**
- **Rental check in the amount of \$200**
- **Deposit check in the amount of \$150**

at least two weeks prior to the event. 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 community manager located at 2551 Southall Road. Lessees Hedingham Community Association 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 month in advance.

### RENTAL PAYMENTS

**Rental Fee is \$200. Deposit is \$150.**

Mail or drop off this completed form, along with **2 separate checks** for the deposit and rental fee, payable to:  
**Hedingham Community Association**  
2551 Southall Rd.  
Raleigh, NC 27604

Call the community manager (231-9050 ext. 24) the week prior to your rental to arrange for pickup of the key.

**RENTAL RULES – Lessee should keep this copy of the rental rules for their records and not submit with completed contract**

1. The Lessee must be a Heddingham 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 6 persons under 21 years old). Lessees are not allowed to rent the facility and then not attend/supervise the function.
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, helium balloons, and confetti are 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 Community Manager.
6. Management has their agents 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 manager has the right to enforce rules and/or end the function with loss of fee and deposit.
7. In compliance with the Wake 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 Heddingham Community 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 must obey all state alcohol regulations and is responsible for fines should those laws be violated. 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 Management 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 10am 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. Maximum number of persons allowed in the clubhouse is 50.
18. For safety reasons, the patio doors must remain unlocked whenever the clubhouse is occupied.
19. Any deviation or violation of the rental contract can result in your deposit being withheld.

**EXTRA CHAIRS AND TABLES**

The following tables and chairs are available in the closet for renters of the facility to use:

- 30 Folding chairs
- Four 42 inch round tables
- One 8ft. rectangle table
- Two 6ft. rectangle tables

**CLEAN UP PROCEDURES**

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

- All personal items (food trays, furniture, stereo, etc.) must be removed from the premises
- All decorations must be removed
- All garbage must be disposed of and removed from the premises. There are several trash cans outside to utilize
- If furniture is moved around then it must be put back in its original location

**INDEMNIFICATION OF HEDINGHAM HOMEOWNERS ASSOCIATION**

Lessee shall indemnify and save the Hedingham Community Association, the Hedingham Community Association Board, and the Management Company of the Hedingham Community Association 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.

**ACKNOWLEDGEMENT OF CONTRACT**

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

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

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

**FOR OFFICE USE ONLY**

**Rental Contract**

Date Received \_\_\_\_\_

**Rental Fee Payment**

Date Paid \_\_\_\_\_ How Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Deposit Payment**

Date Paid \_\_\_\_\_ How Paid \_\_\_\_\_ Check # \_\_\_\_\_ Amount Paid \_\_\_\_\_

**Hedingham Community Association Dues Status**

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