



CLUBHOUSE RESERVATION AGREEMENT

Name: _____

Address: _____

Telephone: (h)_____ (w)_____ (c)_____

E-mail: _____

Receipt of \$300.00 refundable Security Deposit (against damages) and a \$100.00 non-refundable usage fee will reserve the clubhouse for four (4) hours or less; \$150.00 Non-refundable usage fee will reserve the clubhouse for the entire day. Write two separate checks (cash & credit cards not accepted). The non-refundable check will be deposited immediately. Please make your checks payable to Sawyers Mill Owners Association. Your reservation is not confirmed until the checks are received and processed by the Association Management Office. You are responsible to confirm receipt by calling 486-6000.

Event: _____ Date: _____

Time: _____ to _____ Number of guests (Maximum of 60 persons): _____

I do hereby acknowledge the Rules & Regulations set forth below and I understand that they must be strictly adhered to. Failure to comply will result in the immediate termination of this contract. ***Restricted to use of residents for non-profit use only.***

1. All parties must end no later than 11 p.m.
2. I understand that no alcoholic beverages may be served on the premises.
3. The party may not exceed 60 persons.
4. If music is played, it will be kept at a level so as not to interfere with the quiet enjoyment of others
5. Proper parking facilities will be used.
6. Facilities must be cleaned and restored to their original state before leaving, including, but not limited to:
 - ✚ Restroom and kitchen floors must be swept and mopped
 - ✚ Kitchen area must be cleaned.
 - ✚ Carpet must be vacuumed
 - ✚ All trash is to be removed from the facilities, and disposed of with the lessee's normal trash.
 - ✚ **Close and Lock all windows and doors.**
7. All furniture (Sofas, tables, lamps, etc.) is to be returned to original layout per floor plan (please refer to attached floor plan). If the furniture is moved and not returned to original layout, the full amount of the deposit will be subject to forfeiture. Once your reservation is confirmed. **You must schedule a pre-inspection and post inspection with Ms. Vontel Phillips (808) 683-8066) or email her at Sawyersmillrsvp@gmail.com prior to the deposit being returned. Do not wait until the last minute to call her.** If damages do occur, the Association reserves the right to determine the costs of the repair and/or cleaning. Such costs will be deducted from the security deposit.
8. I understand that I am personally responsible for any damages done to the recreational facilities, or project premises, even if the damages exceed the amount of the security deposit. I also take full responsibility for any damages caused by any of my guests or their invitees.

**CLUBHOUSE RESERVATION AGREEMENT
PAGE 2**

- 9. Special permission must be obtained from the Association for any parties involving minors. During such parties there must be an adult present in the clubhouse at all times. Failure for such adult to remain at the clubhouse shall result in the loss of the security deposit.
- 10. The use of the recreational facilities by any person shall be solely at the risk of that person, and I, the undersigned Lessee, shall protect and hold harmless the owner and project from any claims arising out of the use of the facilities by the Lessee, his family, guest, or anyone allowed on the premises by the Lessee.
- 11. If the pool/pool area has not been rented by Lessee, the lessee and their guests cannot use the pool or be out on the pool deck.
- 12. I understand that abuse of any rules set forth above shall result in the loss of the privilege to use the recreational facilities at any future date.
- 13. The Board of Directors reserves the right to close the facilities in the event the use of the facilities is disorderly. In the event the Lessee refuses to disburse the event, the Lessee will lose the deposit.
- 14. The Association Manager represents the Board of Directors and has the authority to act on their behalf.
- 15. **You must return the pre-inspection and post-inspections forms with the signature of the Pool Clubhouse Chairperson that inspected the clubhouse within 72 hours before your security deposit will be refunded. No exceptions!!**

Signature of Applicant: _____ Date: _____

Address: _____

In the event of an emergency you must give a full report to the Association Manager in writing.

If you notice any maintenance or other problems with the Clubhouse that needs attention, please contact:

The Select Group, Inc.
Andrea Gunter, Association Manager
2224 Virginia Beach Blvd, Suite 201
Virginia Beach, VA 23454
(757)486-0000 fax: (757)486-6988
or email: agunter@TheSelectGroup.us

For Use by the Association Management Office:

\$300.00 Security Deposit: Date Turned in to Accounting: _____

Date Paid: _____ Check# _____ Date Returned to Owner / Shredded: _____

\$100.00 / \$150.00 Non-Refundable Fee:

Date Paid: _____ Check# _____ Date Turned Over to Accounting: _____

Select Group Employee: _____ Date: _____

Return completed and signed application and checks to:

The Select Group, Inc.
Attn: Medina Romero, Asst Assn Mgr
2224 Virginia Beach Blvd., Suite 201
Virginia Beach, VA 23454
***call Medina for appt if you would like to bring the check to the Association Management Office (757) 486-6000.**

