

Village Green Townhomes

c/o Charleston Management Corp., PO Box 97243, Raleigh, NC, 27624

Ph: 919-847-3003 Fax: 919-848-1548 Email info@charlestonmanagement.com

RENTAL AGREEMENT FOR THE VILLAGE GREEN 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)*

Owner: _____

Address: _____

Daytime Phone: _____ Evening Phone: _____

DEPOSIT ENCLOSED AS SEPARATE CHECK

- Required: **\$150** for Security (\$100) / and Cleaning (\$50)

RENTAL FEE ENCLOSED AS SEPARATE CHECK

- Clubhouse \$35

The clubhouse will be checked immediately after the rental. The management company will be notified by the onsite inspector of any damages or additional cost for cleaning (if necessary). Your deposit will be returned within two (2) weeks after the rental.

Please complete and sign the statement below, enclose **ALL** checks **PAYABLE TO VILLAGE GREEN HOA**, and mail to:

Charleston Management Corp.
P.O. Box 97243
Raleigh, NC 27624
attn: Village Green Clubhouse Rental

Address questions to **Leigh Berry** (919-847-3003) at Charleston Management, who will arrange the key pick up with the Village Green onsite clubhouse coordinator.

I, the undersigned **owner** hereby request to rent and assume responsibility for the pool/clubhouse facilities of Village Green Clubhouse, located at 826 Kensington Dr., Cary, NC 27511 on _____ during the hours of _____ to _____. I agree to pay a rental fee of \$_____ plus a \$_____ 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 Pool/Clubhouse Manager, will be mailed no later than two (2) weeks after the rental period.

It is understood that a **homeowner** will be present during the entire time period that the Clubhouse is being rented. I have read and agree to abide by the pool/clubhouse rules. **By signing this request, I am agreeing to abide by all Association rules and regulations and agree to hold harmless Village Green Homeowner's Association from any claim of liability in connection with this event.**

SIGNATURE OF HOMEOWNER

DATE

Village Green reserves the right to expel any members and their guests not conforming to the rules and regulations, or causing undue commotion.

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 Village Green 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_____.

VILLAGE GREEN CHECKLIST

Portions or all of your deposit may be retained if the 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.

As you perform these tasks, please check them off. Return the completed checklist to the address below.

Main rooms:

- Wipe all tables and folding chairs and return to original positions.
- Vacuum floor of main room and use spot cleaner on any stains.
- Remove any streamers or balloons or other decorations.
- Bag all garbage and place in the trashcans outside the clubhouse.
- Turn off water heater switch box, next to outside door in kitchen (if applicable).
- Lock all doors.**

Bathrooms:

- Flush and wipe toilets.
- Sweep and damp mop the bathroom floor.
- Clean sinks and counter tops.

Kitchen and wet bar area:

- Sweep and mop the floor in kitchen.
- Scrub down sink and wipe down counter tops and cabinets in kitchen.
- 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.

Signature: _____

Name: _____ Phone Number: _____

Date of Rental: _____

Please send to:

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The clubhouse inspector will use this checklist to verify that all cleaning meets the rental requirements.