

Lochside Clubhouse Reservation Form

Please Print

Date of Event _____

*2 week notice is preferred, certain holiday periods may be blocked.

Name _____

Address _____

Telephone (H) _____ (W) _____

Email _____

Purpose of Function _____

Capacity is approximately 60 standing room, 40 with chairs, or 25 with tables and chairs.

Approximate # of people attending: Adults _____ Children _____

Will you be using the pool? (Circle one) Yes / No

- No fee for pool use, reservation required
- *All pool rules must be followed including no use after dusk.*
- *Pool and deck area are not open for use when the pool is closed after dusk and during off-season.*

You must contact Amy Damone at CAS Inc, (919) 403-1400 x1207 or amy@casnc.com, at least 3 days prior to your rental to schedule a time to pick-up the key!

Entry Time _____ Finish Time _____ (no later than 12:00 AM)

Name of Caterer _____ Phone _____
(Make sure all surfaces are protected)

Florist _____ Phone _____
(Must deliver day of event)

Cleaner _____ Phone _____

Music Source: _____ (Play time no later than 10:00 pm on Sun – Thurs. and 11:00 pm Fri-Sat.)

- The clubhouse must be cleaned immediately following the event and everything must be returned to its original location and position. (See the attached check list.)
- Homeowner must supervise and be present for the entire event.
- Recreational facilities will not be closed to other residents during the hours of your function.

FEES

Deposit*	\$150.00	Confirms your reservation.
Usage	\$25.00	Per day, clubhouse only.

***Deposit will not be returned if there is any evidence of smoking inside the clubhouse or if anything on the checklist is not completed to the satisfaction of the Social Committee.**

PLEASE SEND TWO SEPARATE CHECKS. THANK YOU.

For functions lasting for more than one day please complete this form and return to CAS. The Social Committee must approve all such reservations before they are considered final and will charge an additional usage fee based on the nature of the event. A member of this committee may contact you directly to review your request.

Use of this form implies no agency relationship between the Homeowners' Association and any Lessee. Lessee is in no way, shape or fashion an agent of the Homeowners' Association.

Lessee agrees to make no unlawful or offensive use of the premise. Lessee further agrees that they shall indemnify and hold Lessor harmless against any and all claims, demands, causes of action, suits at law or judgments (including any and all court costs or attorney's fees) related to Lessee's use of the premise. Lessee specifically acknowledges that Lessee is solely responsible for the actions of guests who attend Lessee's function during Lessee's use and occupancy of said premises in addition to the trip home. Lessee acknowledges that they are not acting as Lessor's agent, employee or independent contractor and that Lessor will not be monitoring the Lessee's guests' use of alcohol or state of sobriety. Use of the clubhouse is solely at Lessee's risk and liability. In addition, Lessee hereby makes application to reserve and use the clubhouse and agrees to abide by all rules and regulations established by Lessor. Lessee agrees to be at the clubhouse during any conversation relating to the event and at all times during the event.

I have read, understand, and agree to the above statements and information, and I agree to abide by all the rules published relating to the usage of the clubhouse.

Signature _____

Date _____

Mail this form, along with separate checks for the deposit and usage fee, payable to:

Lochside
c/o CAS
5915 Farrington Road, Suite 104
Chapel Hill, NC 27517

Lochside
Clubhouse Reservation Procedures and Guidelines

Clubhouse Reservations

- Clubhouse reservations can be made by contacting Amy at CAS Inc. at 919-403-1400 or amy@casnc.com and requesting that a reservation form be sent to you. The date and time will be penciled in the calendar and will be considered permanent once CAS has received your reservation form and checks. Your \$25 clubhouse rental fee check will be deposited upon receipt. Your \$150.00 deposit check will be cashed to cover the cost of cleaning and repair in the event that the clubhouse is not cleaned in accordance with the guidelines and/or if evidence of smoking inside the clubhouse is found. If the clubhouse is left in good condition the check will be returned and uncashed. If the \$150.00 does not cover the cost of repairs or cleaning, the additional amount will be assessed to your account.
- Your reservation form and checks must be received within two weeks of making your reservation or your reservation will be cancelled.
- Cancellation policy: Cancellations made 14 days before the reserved date will receive a refund of \$15; there will be a \$10 cancellation fee. The \$150 deposit check will also be returned. Cancellations made less than 14 days before the reserved date will just receive the \$150 deposit check and will forfeit the rental fee.
- Two weeks notice is preferred for clubhouse reservations.
- Only members in good standing (assessments current) can reserve the clubhouse.
- Reservations for multiple-day rentals must be approved by the Lochside Social Committee. A fee of \$25 per day will be charged.
- Recreational facilities, (i.e. the pool) will remain open during regular hours to other Lochside residents during clubhouse functions.
- The clubhouse key may be picked up the day before your event. It is the responsibility of the resident who made the reservation to schedule a time to pick up the key. The key must be returned within twenty-four hours of the scheduled event.

Clubhouse Guidelines

- The clubhouse is the property of Lochside Master Homeowners' Association, Inc. and should be treated as such.
- The resident making the reservation is responsible for cleaning the clubhouse before leaving. All furniture, supplies, etc. must be cleaned and returned to the original location before the final inspection. The clubhouse will be inspected after your event.
- The Lochside resident making the reservation must be the contact person, check writer, and must be present during the function for which the clubhouse is reserved. Family members who live outside the neighborhood and friends are not allowed to reserve the clubhouse for their personal use.
- All functions must end by 12:00 a.m. Music must end at 10 p.m on Sunday – Thursday and 11:00 pm on Friday - Saturday. Please remember that the clubhouse is located in close proximity to neighborhood homes. Please ensure that your guests don't congregate in the parking lot, the street, or outside the clubhouse after 10 p.m on Sunday – Thursday or 11:00 pm on Friday - Saturday. Durham County noise ordinances apply to this association and they will be enforced.
- The person reserving the clubhouse must supervise children under 18.
- Under no circumstances is alcohol to be served to anyone under 21 years of age.
- Alcohol may not be sold on the premises and must not be provided to anyone appearing to have reached their limit.
- Pets are not permitted in the facility.
- Wet bathing suits are not permitted in the clubhouse.
- The clubhouse is a smoke-free facility.
- Parking must be in the parking lot.
- All garbage must be removed from the facility. During pool season, trash can be put outside in the big trashcan used by the paid garbage collection service. (Our pool contractor rolls this down to the curb on Sunday nights, and returns to outside the pool equipment room on Mondays.) During the off-season, we do not utilize the garbage collection service, so **you must take the trash home with you** and put out with your other garbage for pickup.

Lochside Clubhouse Checklist

Pre-event Inspection

_____ Notify _____ (Person you received your key from) of any damage or uncleanliness of the clubhouse immediately. Damage not noted will be considered as occurring at your event and may result in forfeiture of your deposit and/or additional fees.

Kitchen:

- _____ Clean all surfaces
- _____ Remove food from refrigerator **and freezer**

Meeting Room:

- _____ Clean tables
- _____ Clean off couches
- _____ Sweep/shake off entry rug

Bathrooms:

- _____ Clean sink & toilet
- _____ Turn off fan
- _____ Clean mirrors

Trash:

- _____ Bag and REMOVE ALL TRASH from the facility, **including bathroom trash.**

General:

- _____ Sweep and mop all floors
- _____ Set A/C (80) or Heat (60)
- _____ Close and lock all doors
- _____ Close and lock all windows
- _____ Close all blinds
- _____ Turn off all interior lights
- _____ Report any damage/repairs/supplies needed

Pool Area (if used):

- _____ Return all chairs & tables to original positions
- _____ Put down all umbrellas

Post-event

_____ Return this form (noting any damage) and key (specific directions noted) and notify _____ that clubhouse is ready for inspection.