



CLUBHOUSE RENTAL AGREEMENT

The undersigned agrees to rent the Park Recreational Development, Inc. clubhouse on _____

from _____ to _____ for the purpose of _____.

In consideration of the Park Recreational Development renting the clubhouse to me, I agree to be responsible for any and all loss or damage to the property, which may be incurred during the rental period or resulting directly from the rental of the clubhouse by me.

As a PARK AT RIVER'S EDGE PROPERTY OWNER:

- I hereby agree to a \$200.00 security deposit and a charge of a \$350.00 rental fee for the use of the facility. The \$200.00 deposit check will be shredded if the Clubhouse is in good condition after my event. ***Please make checks payable to PARK RECREATIONAL DEVELOPMENT.***
- I hereby agree that I will be present at the Clubhouse during the entire rental period.
- I understand that the board will appoint an individual to check on my event, and if they deem it necessary, they have the authority to shut down my event immediately. Should this be necessary, my fee and deposit will not be refunded.
- If I fail to comply with all the covenants and conditions, described hereafter, then I understand I may forfeit my deposit and that I am responsible for any amount exceeding my deposit for any loss or damage to the property of the Clubhouse to be paid in full within thirty (30) days after demand.

In my use of the Clubhouse during the rental period, I agree to comply with all of the following rules and conditions:

1. Music must be kept at a reasonable volume. The party **MUST** be moved inside the Clubhouse and quiet after 11:00 p.m. on weekends and 10:00 p.m. on weeknights. All guests must be gone by 12:00 a.m. on Friday and Saturday and 11:00 p.m. Sunday through Thursday nights. Guests must be quiet in parking lot when leaving.
2. Guests shall be limited to Seventy-Five (75) people.
3. No tailgating or partying in the parking lot is allowed. The party must be contained in the clubhouse and surrounding area.
4. The clubhouse, including restrooms and the surrounding grounds, must be left in the same condition as found. The clubhouse shall be returned to such condition by 10:00 a.m. the morning following the function. The oven, stove, and HVAC system must be turned off. Any fires in the interior or exterior fireplaces must be completely extinguished. All lights must be turned off unless designated as safety lights. *All doors must be locked.*
5. ***No staples, pins, tacks, or tape shall be used on any portion of clubhouse, interior or exterior. No banners or posters may be hung on the walls, ceilings, cabinets, or doors. Clean up fees will apply.***
6. No charcoal, hibachi, or any other type of grill may be used.
7. An alphabetical list must be supplied to the guard 2 days before the event so they will know who to let in. Guard hours are Monday – Friday 7:00 to 7:00, Saturday and Sunday 8:00 to 4:00. An access code may be assigned for after guard hours.
8. **Because of safety reasons the gate going into the pool area must remain closed at all times and glass is not allowed out of the clubhouse.**

GATE CODES/GUEST ENTRY

I understand that I am responsible if I provide my guests with a gate code to enter The Park at River’s Edge, and that I am responsible for their actions while on the property. I understand that the management company for The Park at River’s Edge will provide said gate code, valid only during the rental period. I understand and agree that I will not post the gate code as this would encourage vandalism and compromise the purpose of a gated community. If my guests will be arriving during guard hours, a list of guests in alphabetical order will be given to the guard 3 business days prior to my event. Those not on the list will not be allowed in. Guard hours are Monday – Friday 7:00 to 7:00, Saturday and Sunday 8:00 to 4:00.

I hereby understand my responsibilities in the rental of this property.

For directions to clubhouse for your invitations use address 7971 Riverbirch Lane, No. Charleston, SC 29418

I expect to invite approximately _____ guests.

____ I would ____ would not like exclusive use (with the exception of residents getting soda out of the machine and then leaving the deck area) of the patio/deck area behind the clubhouse. (+\$25)

RENTAL FEES AND DEPOSITS MUST BE PAID WITH 2 SEPARATE CHECKS.

I HEREBY AGREE that the terms of the rental contract involve the rental of the Clubhouse facility only, and does not include the use of the swimming pool.

I HEREBY AGREE with these terms and understand that any violation of the above rules will result in the forfeit of my \$200.00 deposit.

Applicant’s name (Please print) _____

Applicant’s signature _____

Address _____

Phone _____ Email: _____

01.23.2023

If you have any questions please email Tasia Smith at Tasia@imcchs.com



CLUBHOUSE RENTAL

FREQUENTLY ASKED QUESTIONS

Thank you for expressing interest in reserving the Clubhouse at The Park for your event. Please let us know the date you are interested in so it can be penciled in. It becomes a permanent reservation when we receive your signed agreement, check and deposit check. If someone else asks for that date, someone will contact you to make sure you are still interested before that date is passed along to anyone else, but you will need to make the day you have penciled in a permanent reservation at that time. If you decide you do not want to rent the clubhouse and have already requested the date to be penciled in please let us know as soon as possible, so we can cancel your request or change it to another day if you wish. Lease agreement and payments must be received 7 days prior to your event.

You can drop the 2 checks and the completed clubhouse agreement in a sealed envelope to the guardhouse or to IMC Charleston, 1 Carriage Lane Ste. C100, Charleston, SC 29407. Please make all payments payable to Park Recreational Development. Your check should be for \$350, which is the actual fee for using the clubhouse and \$25 each for any additional reservation add-ons if desired. The second check is a \$200 cleaning deposit (please do not submit a money order for the security deposit), which will be shredded after the event if all is in order. If it is left unacceptable the deposit is nonrefundable. Deck rental information can be found in the agreement and additional fees should be added to the clubhouse rental check.

You will need to make an alphabetical list of your guests to give to the guard 3 days in advance so they know who to give access to the community. The clubhouse key can be picked up at the guard house at 8:00 a.m. the day of your event for you to pick up any time after that. You must drop the key back there the next day by 10:00 a.m. Guard Hours are 7:00 a.m. – 11:00 p.m. Monday through Sunday.

The address to the clubhouse is 7971 Riverbirch Lane, North Charleston, SC 29418 should anyone like to locate the property using their GPS.

There are 5 six-foot tables and 2 eight-foot tables. There are 48 chairs and 4 bar stools. Outside on the open covered deck overlooking the fountain pond is 3 round outdoor patio tables and 16 patio chairs. There are 2 working fireplaces, 1 indoor and 1 outdoor. Of course, there is a stove, fridge, microwave, and sink in the kitchen area.

This is in a residential neighborhood, so noise needs to be kept at a reasonable level.

Park Recreational is very strict about not using any tape, staples, etc. We would like to suggest a product called 3M Command Strips. They have one that is for posters and it works great! You can get them at most stores.

If you have any additional questions, please let us know or email at Tasia@imcchs.com.