



White Gables Clubhouse  
HOA Non-Member Rental  
Application

Event Date: \_\_\_\_\_

Event Time: \_\_\_\_\_ - \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Phone: \_\_\_\_\_ E Mail: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

Type of Function: \_\_\_\_\_ # of people expected: \_\_\_\_\_

Please state who the function is in honor of: \_\_\_\_\_

*Non-Member Rental includes tables and chairs:*

**\$600 Day Rental**

(includes pre-event setup and post event cleanup)

- **Deposit required in advance via separate check or certified funds in the amount of \$400.**
- **Checks must be drawn on account in authorized applicant's name listed on rental application.**
- **Deposits are cashed for reservations made in excess of 90 days prior to reservation date. Deposit refunds are processed once the post event inspection has been completed.**
- **Any Clubhouse windows or doors left unlocked will result in the loss of your security deposit. The door handle must be lifted when locking in order for the top and bottom pins to engage. Please be sure to double check locked doors when departing from clubhouse.**
- **There is an additional \$200 fee if an additional day of setup is required.**

**CHARGES:** The total rental fee (as indicated above) and a \$400 Security Deposit are due when the Rental Application and Rental Rules & Policies are submitted. Application packet and payment must be received within 5 days reservation request. Cash payments will not be accepted. Please make checks or certified funds payable to WGHOA. Please issue a separate check or certified funds for the Security Deposit. Deposit checks will be cashed for reservations made in excess of 90 days of the reservation date.

**Cleaning of the Clubhouse after your event is mandatory, Should Management feel it is necessary to clean the facility after your event, the expense for that cleaning will be deducted from your Security Deposit in an amount no less than \$120.** Management will perform a post event inspection of the clubhouse. Any fees will be deducted from your deposit and/or applied to your WGHOA account as an amount due to satisfy payment for any damages, cleaning and/or locksmith services pursuant to the Rental Rules & Policies. Should any Security Deposit funds remain after all obligations have been satisfied, those funds will be returned to you within thirty (30) days of the event.

Please deliver the **Rental Application**, the **SIGNED Rental Rules & Policies**, and **Rental Fee & Deposit** to:

**HAND DELIVERY/ U.S. MAIL/Fax**

**Scanned and Emailed**

**IMC Charleston LLC  
WGHOA  
1 Carriage Lane C100  
Charleston, SC 29407  
Fax: (843) 952-7192**

**info@imcchs.com**

**FOR MANAGEMENT USE ONLY:**

**FEE TO BE CHARGED: \$ \_\_\_\_\_ (NON-REFUNDABLE)    \$ 400.00 (REFUNDABLE SECURITY DEPOSIT)**

**Fees/Deposit Received \_\_\_\_\_ Date/Time Keys are to be picked up: \_\_\_\_\_ Instructed in Locking Doors: \_\_\_\_\_**

**APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ Key #'s issued \_\_\_\_\_**

**CHECKED IN BY: \_\_\_\_\_ POST-EVENT INSPECTION BY: \_\_\_\_\_ DATE/TIME: \_\_\_\_\_**

**S.D. Returned? Yes No S.D. Amount to be Returned: \$ \_\_\_\_\_ Date Processed: \_\_\_\_\_**

**Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_**

**Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_**



# THE WHITE GABLES CLUBHOUSE

## RENTAL RULES & POLICIES

The White Gables Clubhouse may be reserved by any Resident in good standing, or by approved local civic/service groups, for a private social functions and/or meeting, subject to the following rules and guidelines. It is the intent of the White Gables Homeowners Association, Inc. "WGHOA" in establishing this policy to ensure fair and equitable access and to preserve the facility in a manner befitting the WGHOA.

Any renting party must be aware that in keeping with the Covenants, Conditions & Restrictions "CC&R's" of the Association, the Developer has the right to, and in fact does, continuously rent from the Association portions of The White Gables Clubhouse to be used as an office. During normal business hours, in order to conduct their business, the Developer or their sub-lessee must have free access to the entry, their office space, the kitchen, rest rooms and storage areas.

**As a prerequisite for granting a reservation for private use, the renting party must complete and sign a copy of this document and pay the applicable fees and/or deposits.**

- 1. The White Gables Clubhouse may not be used for any type of commercial or profit-making function, unless specifically approved in advance by the Board of Directors. Members may not rent the Clubhouse on behalf of another party, group or organization.**
2. All WGHOA-organized community events will have priority over other private requests. All private requests for rental will be handled on a first come-first served basis.
- 3. The maximum capacity of the White Gables Clubhouse is 150 persons standing or seated.**
- 4. The renting party must be present for the duration of the event. The renting party also assumes full responsibility for the conduct of their guests, and for any damage or disrepair to the facility. Deposit and rental fees must be drawn on account in authorized member's name listed on rental application.**
5. No underage parties are allowed. Children are permitted to use the facility only under the supervision of a parent or legal guardian.
6. Proper attire is required at all times, including shirts and shoes.
- 7. Alcohol may NOT be sold.**
8. The catering kitchen is available for warming and serving purposes only. **No cooking is permitted. No other facilities are available for cooking. Grills are permitted in the parking lot areas only.**
9. Pets are not permitted in the White Gables Clubhouse. Service animals for persons with disabilities are permitted.
10. Smoking or use of tobacco products is not allowed inside The White Gables Clubhouse or bathrooms.
11. The renting party is responsible for turning lights and other equipment on/off, returning thermostats to their posted settings and securing the building on their departure.
12. The White Gables Clubhouse is available for rental by reservation only from 9am – midnight. Any occupancy for any reason beyond your authorized reservation time listed on your rental application constitutes trespassing.
13. The renting party shall be required to make a refundable security deposit of \$400 **by check or certified funds, made payable to WGHOA.** All payments are due at the time of reservation for confirmation.
- 14. A member of the WGHOA Amenities committee or HOA board member or member representative will be checking renting party in and checking them out at the end of the function. If a representative is unavailable, the property is equipped with a keyless entry door lock, and an entrance code will be e-mailed to the renting party within 48 hours prior to the scheduled reservation .**
- 15. All furnishings will need to be placed in their correct positions by the resident using the facility.**
16. Should there be any damage to the facility or to the furnishings, a fee will be levied and deducted from the rental deposit.
17. Balloons are strongly discouraged. If they get loose, they must be retrieved immediately.

18. Cancellation of rental agreements must be submitted in writing to the Management Company, and will be subject to a **\$50.00** cancellation fee, which will be deducted from the rental fee. All other monies will be refunded within two weeks of receipt of the cancellation request, subject to verification of check clearances.

19. All function supplies, including paper products, plates, cups, napkins, coffee, filters, etc., are to be furnished by the party reserving the facilities. With the exception of bathroom paper products. **WGHOA supplies are not to be utilized for private functions.**

20. The WGHOA reserves the right to revoke any request/approval if sufficient cause is found that any misrepresentation of the facts related to the rental request occurred. In which case, there will be an administrative fee of \$50.00 deducted from the rental fee.

**21. The White Gables Clubhouse and rear deck are the only WGHOA facilities for rental by private parties. All other facilities, including the pools, tennis courts, playgrounds and park areas, will normally be and must remain available for ongoing use by WGHOA members. In no case may your guests use the pool facility or enter the pool deck.**

22. Emergencies, complaints, concerns or compliments should be addressed to the Management Company at (843) 297-8590. In case of an emergency call 911 on the pool phone, located between the restroom doors.

23. The WGHOA reserves the right to change any of the terms of this policy and/or charges for deposits or other applicable fees, at its sole discretion, without prior notice.

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#### **How to Lock the Doors:**

**You may unlock the side and rear clubhouse doors to allow guests to enter the facility for your event. All doors must be secured and locked upon exiting the facility at the end of your reservation. The front entry door with keypad lock will automatically lock. Your access code will be required each time you enter the facility through the front entry door.**

If, in the opinion of Management the room is not adequately cleaned, a portion of the deposit will be forfeited as noted above and Management will arrange for adequate cleaning as soon as possible. You will be responsible for the payment of any and all cleaning, repair or replacement charges that may result in excess of the posted security deposit. I understand and acknowledge that I assume full responsibility for any and all damage done to the facility or its furnishings (including spills, holes, burns, etc. on walls, carpets, windows, etc.) during the period of my reservation.

**I HAVE RECEIVED, REVIEWED AND UNDERSTAND “THE WHITE GABLES CLUBHOUSE RENTAL RULES AND POLICIES,” THE “RENTAL APPLICATION”, AND THE “CLEAN-UP AND INVENTORY CHECKLIST” AND AGREE TO ABIDE BY THESE REGULATIONS. I UNDERSTAND THAT I AM RESPONSIBLE FOR THE BEHAVIOR AND ACTIVITIES OF THOSE USING THE FACILITY COVERED BY THIS RESERVATION DURING THE TIME I HAVE RESERVED THE FACILITY. I ALSO AGREE TO FULLY INDEMNIFY AND HOLD HARMLESS THE WHITE GABLES HOMEOWNERS ASSOCIATION, INC., ITS MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ASSOCIATES AND VENDORS FROM AND AGAINST ANY LIABILITY WHATSOEVER CONNECTED TO THE USE OF ANY FACILITY OR PROPERTY, AND CONNECTED WITH THE USE BY ME OR ANY OF MY GUESTS OR INVITEES OF ANY AMENITY OR COMMON AREA IN WHITE GABLES. I ALSO SPECIFICALLY AGREE TO INDEMNIFY AND HOLD HARMLESS WHITE GABLES HOMEOWNERS ASSOCIATION, INC., ITS MEMBERS, DIRECTORS, OFFICERS, EMPLOYEES, AGENTS, ASSOCIATES AND VENDORS FROM AND AGAINST ANY LIABILITY WHATSOEVER CONNECTED WITH OR IN ANY WAY RELATED TO THE SERVICE OF ALCOHOLIC BEVERAGES DURING THE TIME PERIOD I HAVE AGREED TO USE THE FACILITY. IF ALCOHOL IS SERVED TO ANYONE USING THE FACILITY DURING THE TIME I HAVE IT RESERVED, I UNDERSTAND THAT I AM LEGALLY RESPONSIBLE FOR ANY RESULTING LIABILITY.**

*I hereby certify that I will use the facilities for my personal event only and that I will be present throughout the party. I understand that failure to comply with the foregoing rules may result in loss of deposit and withdrawal of facility privileges for a period of time to be specified by the Board of Directors.*

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Today's Date: \_\_\_\_\_ Rental Date: \_\_\_\_\_

Time of Event: \_\_\_\_\_ (AM/PM) - \_\_\_\_\_ (AM/PM)



**The White Gables Clubhouse**  
**Clean - Up and Inventory Checklist**

**Great Room/Kitchen**

- \_\_\_\_\_ Empty trash
- \_\_\_\_\_ Wipe table tops
- \_\_\_\_\_ Ensure all furniture is in its place
- \_\_\_\_\_ Clean up any spills, food, etc. from floor, walls, doors, etc.
- \_\_\_\_\_ Wipe down counters in kitchen
- \_\_\_\_\_ Make sure oven/stove is turned **OFF**
- \_\_\_\_\_ Clean inside of the microwave (if used)
- \_\_\_\_\_ Turn off all lights. Outdoor lights are on timers.
- \_\_\_\_\_ Make sure all doors are locked

**Bathroom**

- \_\_\_\_\_ Empty trash
- \_\_\_\_\_ Wipe down cabinets, counters
- \_\_\_\_\_ Sweep floor

**Inventory**

- \_\_\_\_\_ 76 – Black folding chairs
- \_\_\_\_\_ 6 – Round tables
- \_\_\_\_\_ 5 – 6 ft. tables

**Trash**

**Please bag up, remove and haul off all trash. No trash is to be left on-site. Deposits will be forfeited if any trash is left on site or if any doors are left unlocked.** The clubhouse containers cannot accommodate a large volume of trash for multiple parties each weekend.

**\*PLEASE MAKE SURE ALL DOORS AND WINDOWS ARE LOCKED  
BEFORE LEAVING THE CLUBHOUSE\***

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_