

Westchester Homeowners Association
Clubhouse Reservation Form – Non HOA Members

200 Wexford Way Easley, SC 29642

Please read the following:

- \$500 Day Rental Fee with \$500 Security Deposit. Security Deposit check returned if all Clubhouse Rental Responsibilities are met. Check held and not deposited prior to function.
- Call Chastine Property Management to ensure requested rental date is available – 864-640-8137
- Rental fee will not be refunded if cancelled 3 days or less from date of reservation.
- To guarantee your reservation, your Deposit must be received within 5 business days of your request. If not, your reservation will be cancelled.
- Reservations are confirmed upon receipt of signed Reservation Form, Rental Fee check, and Security Deposit check.
- Clubhouse rentals do not include use of the pool.
- Residents must be current with HOA assessments.
- Make checks payable to Westchester HOA. Checks must be from Applicant's bank account.
- Code will be given 24 hours in advance of rental for secure lock box to obtain the key. Clubhouse available for access 10:00 am on day of reservation and clubhouse should be cleared and cleaned by 10:00 am the following day. If earlier access is needed, please contact the HOA office.
- Please make a copy of the entire form for your records.

Applicant's Name: _____ Preferred phone number: _____

Preferred email address: _____

Applicant's Address: _____

Reservation Date: _____ Reservation Time: _____ to _____
Including set-up and clean-up time

Type of function: _____ Number of guests: _____

Would you like your Security Deposit check: SHREDDED or MAILED

Send or Scan Completed Form to:

Westchester HOA
c/o Chastine Property Management, Inc.
P.O. Box 1037 / 139 Bridges Road
Mauldin, SC 29662

or

Email: office@chastinepm.com

Applicant's Signature: _____ **Date:** _____

By signing, I am acknowledging receipt, review, and acceptance of Clubhouse Rental Responsibilities. Violation of Clubhouse Rental Responsibilities may result in forfeiting of my security deposit. Please report any concerns or repairs immediately to Chastine Property Management.

[OFFICE USE ONLY]

Rental fee Paid \$ _____ Check # _____ Date Received _____

Security Deposit Paid \$ _____ Check # _____ Date Received _____

Deposit Returned \$ _____ Check # _____ Date Returned _____

Deposit Shredded \$ _____ Check # _____ Date Shredded _____

Clubhouse Rental Responsibilities

Applicant must be present at all times during the event.

Applicant is responsible for conduct of guests.

Rental checks and security deposits are expected to be personal checks.

Access and Use:

- 10:00 am on day of reservation, unless prior arrangements are made to enter earlier.
- Occupancy is limited to 85 guests.
- Smoking is prohibited in the clubhouse.
- 9 rectangular tables, 1 round table and approximately 60 folding chairs are available for use.
- You must have your own streaming account to connect to the TV, this will not be provided by the HOA.

Decorations:

No decorations of temporary fixtures may be affixed to the building or on any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. **Tape is not permitted** on any walls, glass or fixtures.

Pool:

Pool and deck are not included in the clubhouse rental and are off limits. The exterior door to the clubhouse restroom area is to remain unlocked and accessible by residents using the pool facility.

Children:

If the rental of the clubhouse is used for an event including children and/or young adults through the age of twenty-one (21), one adult must be present at the event for every 10 children/young adult.

Clean Up:

- All trash/garbage must be removed immediately after event from the clubhouse premises and placed in the trash receptacles outside the side door of the clubhouse in bins.
- All personal items, including decorations and left-over food items, must be removed after the event.
- Any tables or folding chairs must be wiped down and placed back in its proper location.
- Flush toilets.
- Sweep floors.
- Mop with Swiffer pads (in closet).
- Return all furniture to its proper location (Applicant responsible for scratch marks left on floors).
- Clubhouse should be left in the neat and tidy manner in which you found it.

Upon Exiting:

Turn off all ceiling fans

Turn off all interior lights

Return AC / heat to ambient temperature. AC at 82°F / Heat at 55°F

Inspection of Facility:

Facility will be inspected following the reservation. The facility must be left in good condition for return of security deposit.

Parking:

Parking is permitted at the clubhouse and pool area only. In the event that parking must be done outside of the parking lot, it shall only be permissible to park along the street curbs in a manner that will not obstruct the flow of traffic and driveways. Parking is **not** permitted on any grass or on neighborhood driveways without the written permission of the homeowner. Violators are subject to being towed at their expense.

Parking is not allowed on any grass or landscaped areas around the clubhouse, pool, basketball, or tennis court areas. Any damage to these areas, including sprinkler systems, will be charged to the renter of the clubhouse. There are 8 “No Parking or Driving on Grass” signs provided in the kitchen closet to deter guests from parking or driving on the grass. If these signs have not already been placed around in the grass around the perimeter of the parking lot prior to your arrival, please place them, and return them to the kitchen closet at the end of your event.

Emergencies:

In the event of an emergency, call 911 and then call Chastine Property Management. The on-call service will dispatch the call to the HOA office after hours.

Disclaimer:

I agree to indemnify and hold harmless the Association, its officers, directors, employees, agent and members, present, past, and future, from any and all claims, costs, causes of action and liabilities (including but not limited to attorney’s fees) for any and all injuries, to either person or property, suffered by me, my family members, agents, guest, or invitees.

Failure to comply with Clubhouse Rental Responsibilities may result in loss of Security Deposit. Report any concerns or repairs immediately to Chastine Property Management. **Clubhouse is under 24/7 interior and exterior video surveillance.**

Chastine Property Management Inc.
P.O. Box 1037 / 139 Bridges Rd.
Mauldin, SC 29662
864-640-8137 | office@chastinepm.com | www.chastinepm.com

Hours
M-Th 9:00 am – 5:00 pm
Friday 9:00 am – 12:30 pm
Sat-Sun CLOSED