

Westchester Homeowners Association
Clubhouse Reservation Form – HOA Members

200 Wexford Way Easley, SC 29642

Please read the following:

- \$150 Day Rental Fee with \$100 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 homeowner's bank account.
- Key will be in lockbox mounted near side door and accessed by a numerical code. Call CPM during normal business hours the day prior to your rental to secure the code. Clubhouse available for access at 10:00 AM the following day. If earlier access is needed, please contact CPM.
- Please make a copy of the entire form for your records.

Homeowner's Name: _____ Preferred phone number: _____

Preferred email address: _____

Homeowner'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

Homeowner'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

Community Functions:

Clean up after community functions is the responsibility of person(s) organizing the event. The clubhouse must be cleaned immediately to ensure a clean facility for others who may have the clubhouse reserved in the immediate future.

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.

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

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.

You must have your own streaming account to connect to the TV, this will not be provided by the HOA.