

Long Creek Plantation Homeowners Association

Clubhouse Reservation Form

1 Walkingstick Way Simpsonville, SC 29680

Please read the following:

- **\$150 Day Rental Fee paid ONLY by check. \$500 Security Deposit can be paid by Online Payment or check due no later than 5 days before rental date – checks will be deposited when received.**
 - How do I pay the Security Deposit online? (*service fee / charge will apply*)
 - 1) Go to www.chastinepm.com 2) click on “Make a Payment” 3) if you do not have an account with Zego already, follow the steps on the web page to create one 4) if you already have a Zego account, click on button that says “Click here to access payment portal” 5) log in with your account 6) click “One-Time Payment” 7) select the payment type as “Security Deposit” 8) enter amount for Security Deposit 9) input payment information 10) confirm payment
 - How will I get my Security Deposit back?
 - Charges for extra cleaning, damage, and responding to the alarm will be deducted from the Security Deposit check. If the temperature is not set correctly, furniture not correctly replaced, tables or chairs not properly stored, or doors not locked properly, a fee of \$50 or more will be deducted from the Security Deposit to account for a Board member visiting the clubhouse to correct the issues. Security Deposit payment will be returned by check via in-person pickup from Chastine Property Management’s office or mailed within 5 business days to the Homeowner’s Address filled out below if all Clubhouse Rental Responsibilities are met.
- Rental fee will not be refunded if cancelled 3 days or less from date of reservation.
- Call Chastine Property Management to ensure requested rental date is available – 864-640-8137
- **To guarantee your reservation**, your Rental Fee must be received within 7 business days of the rental date. If not, your reservation will be cancelled. Security Deposit must be received no later than 5 days before the rental date.
- Clubhouse rentals **do not** include use of the pool.
- Residents must be current with HOA assessments. Only HOA members may rent the clubhouse.
- Make checks payable to Long Creek Plantation HOA. Checks must be from homeowner’s bank account.
- The entry code for the Clubhouse is 1581. **Your Pool Fob will be your entry key to the Clubhouse as well as the entry code.**
- 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: _____
Maximum: 75

Would you like your Security Deposit check: IN-PERSON PICKUP or MAILED

Please fill out pages 1 **AND** 2 

Send or Scan Completed Form to:

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

or

Email: office@chastinepm.com

ALL FIELDS MUST BE COMPLETED FOR THIS FORM TO BE VALID

Homeowner's Signature: _____ Date: _____

By signing, I have read the entire Clubhouse Reservation Form document and acknowledge receipt, review, and acceptance of the clubhouse rental violations.

[OFFICE USE ONLY]

Rental Fee Paid: _____ Check #: _____ Date Received: _____

Security Deposit Paid: _____ Zego #: _____ Date Received: _____

Security Deposit Paid: _____ Check #: _____ Date Received: _____

Security Deposit returned: _____ Check #: _____ Date Mailed/Picked-up: _____

Clubhouse Rental Responsibilities

1. The homeowner reserving the clubhouse must be present at the rental event.
2. The person or group who organized the community event or function is responsible for cleaning the clubhouse and it must be cleaned promptly to accommodate other scheduled rentals.
3. Provide your own trash bags, paper towels, napkins, etc.
4. Smoking is prohibited in the clubhouse.
5. No kegs in the clubhouse. Please store them on the deck outside.
6. Do not bring large garbage cans on the deck.
7. Do not dump any liquid of any type into storm drain.
8. Do not put furniture against the walls; return furniture to its original place.
9. Do not move furniture outside without permission.
10. Do not use tape or tacks to attach items to the wall.
11. Do not cause any damage to the furniture.
12. Please call 911 if you see loitering near the parking lot, pool, playground, or soccer fields.

You are responsible for any damage caused to the Clubhouse

Clubhouse Rental Checklist

You must clean up before you leave on the day of your rental. There will be a fee of \$50.00 if you do not clean the clubhouse before you leave. Please leave this completed checklist on the kitchen counter.

- _____ All personal items removed
- _____ Folding chairs wiped off, cleaned and returned to storage room in their original location
- _____ Folding tables wiped off, cleaned, and returned to storage room in their original location
- _____ Refrigerator emptied and inside wiped clean
- _____ Dishes are cleaned and put away
- _____ Floors swept and any spills cleaned up, or a \$50 cleaning fee will be charged
- _____ All trash has been picked up inside and outside and emptied into garbage bins in the clubhouse parking lot and new trash bags left in bins
- _____ Toilets flushed
- _____ Turned lights off – bathroom, ceiling, indoor and outdoor ceiling fans. The spotlights and stair lights will remain on.
- _____ Locked the French doors
- _____ Set thermostat - 80°F (May-September) / 65°F (October-April) before leaving.

Lock the door's deadbolt on your way out.

Enter the code 1581 and turn the knob to the left

The Clubhouse door will lock when closed.