

# Long Creek Plantation Clubhouse Reservation Form

(1 Walkingstick Way Simpsonville, SC 29680)

**\$150 Day rental fee**

**\$500 Security Deposit**

RESERVATION Date: \_\_\_\_\_

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

Homeowner Name: \_\_\_\_\_

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

Email: \_\_\_\_\_

Phone: Daytime: \_\_\_\_\_ Evening: \_\_\_\_\_ Cell: \_\_\_\_\_

Reservation time start (including set up): \_\_\_\_\_

Reservation end time (including clean up): \_\_\_\_\_

*Residents must be current with HOA assessments to rent the clubhouse. No outside rentals allowed.*

Type of function: \_\_\_\_\_ Number of guests: \_\_\_\_\_

**RENTAL FEES:** Please make a \$150.00 check for RENTAL FEE payable to **Long Creek Plantation HOA**. This is a non-refundable rental fee which will not be returned if reservation is cancelled 3 days prior to the event. Consecutive rental days are at a rate of \$150.00 per additional day; please make your check out accordingly.

**DEPOSIT:** Please make a second \$500.00 check for the SECURITY DEPOSIT payable to **Long Creek Plantation HOA**. **Check held and not deposited prior to function.** *Security deposit check returned if all clubhouse rental responsibilities are met.* To guarantee your reservation, your deposit must be received within 5 business days of your request. If your deposit is not received within this time frame, your reservation will be automatically cancelled. **Please indicate whether you would like to have your check: \_\_\_shredded; or \_\_\_ mailed (check one) after inspection. You will be contacted following an event if there is an issue.**

**SEND TO:** **LONG CREEK PLANTATION HOA**  
**c/o CHASTINE PROPERTY MANAGEMENT**  
**PO Box 1037 / 139 Bridges Road**  
**Mauldin, SC 29662**

Checks must be from resident's bank account.

**ACCESS:** An entry code and security system code will be provided to you 1-2 days prior to the day of your rental. You will be contacted via the phone number or email provided. **If you have not received your code 1-2 days prior to your rental, please call Chastine Property Management at 864-640-8137. Enter code & OFF to disarm alarm system when you arrive and enter code & AWAY to set alarm system when you leave**

**QUESTIONS:** Call Chastine Property Management at **864-640-8137** during office hours:

Monday-Thursday: 9:00 AM – 5:00 PM

Friday: 9:00 AM – 1:00 PM

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing I acknowledge receipt, review, and acceptance of the clubhouse rental violations. **Please make a copy of these two pages for your records and return original to our office.**

# Long Creek Plantation Clubhouse Rental Responsibilities

If you have difficulty turning off the alarm system and the alarm goes off, please call Chastine Property Management **IMMEDIATELY** to let them know. If you receive no immediate response from them, please call one of the numbers listed above the alarm. Failure to do so will result in a charge for the Greenville County Sheriff's office to come out to check.

- 1) The community member reserving the clubhouse must be present at the rental event
- 2) Community parties and function cleanings are the responsibility of the person or persons who organized the function. The clubhouse must be cleaned immediately due to any other scheduled renter's activity
- 3) Wipe up any spills on hardwood floors immediately
- 4) Provide your own trash bags, paper towels, napkins, etc.
- 5) Smoking is prohibited in the clubhouse
- 6) No kegs in the clubhouse. Please store them on the deck outside
- 7) Do not bring large garbage cans on the deck
- 8) Do not dump any liquid of any type into storm drain
- 9) Turn the thermostat to 80 degrees (May-September)
- 10) Turn the thermostat to 65 degrees (October-April)
- 11) Do not put furniture against the walls; return furniture to original place
- 12) Do not move furniture outside without special permission
- 13) Do not use tape or tacks to attach items to the wall
- 14) Do not cause any damage to the furniture
- 15) **Please call 911 if you see loitering near the parking lot, pool, playground, or soccer fields**

Office use only:

|                                |   |
|--------------------------------|---|
| Notified Board via email _____ | Contacted Renter: _____                 |
| Rental Fee Paid \$ _____       | Check # _____ Date Received _____       |
| Security Deposit Paid \$ _____ | Check # _____ Date Received _____       |
| Deposit Returned \$ _____      | Check # _____ Date Ret'd/Shredded _____ |

# Long Creek Plantation 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. The code will be changed once your rental is complete. . Please note that clubhouse rentals do not include use of the pool

\_\_\_ wiped off, cleaned, and returned folding chairs to the storage room (DO NOT LEAN AGAINST WALLS)

\_\_\_ cleaned and returned folded tables to the storage room

\_\_\_ turned off and unplugged all appliances

\_\_\_ emptied and wiped out refrigerator

\_\_\_ cleaned and put away any dishes that were used

\_\_\_ swept, mopped, and vacuumed floors and rugs

\_\_\_ emptied trash into trash containers in the clubhouse parking lot (**please leave a clean garbage bag in the kitchen and bathroom wastebaskets before you leave**)

\_\_\_ picked up trash from the porches and parking lot

\_\_\_ flushed toilets

\_\_\_ turned off bathroom lights, ceiling lights, and indoor and outdoor ceiling fans (THE SPOTLIGHTS AND THE STAIRWAY LIGHTS WILL REMAIN ON)

\_\_\_ locked all French doors

\_\_\_ armed security system

\_\_\_ pushed the front door shut and locked it, double checking to see if it is locked

**All personal items shall be removed, tables and chairs neatly placed in closet, items removed from refrigerator and building secured prior to leaving.**

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_