

Great Room Rental Policy

- Packets and applications are held at the front desk.
- All renters must be a Baybridge resident who is the owner unit on record. If not then a letter from unit owner giving permission for tenant to rent room and the owner needs to know that any monies or fines if assessed will be put on their account. They will have to collect from their tenant if any are incurred.
- All HOA & Condo maintenance fees must be current as of booking.
- Application for your party must be received two weeks prior to date requested.
- Residents that reserve the Great room must be present for the entire duration of the party. Said resident is responsible for their guest's behavior while within the Baybridge community, including damages to property and personal injury. Resident hereby indemnifies the HOA for any and all damages suffered by the HOA as a result thereof, including legal fees and expenses.
- Our staff does not handle directions to the Club, parking arrangements and RSVP's. Renter is responsible for all involved in their party.
- There is limited guest parking inside the Baybridge complex. All guests can park outside and walk in.
- Decorations must be affixed with scotch tape. No tacks or nails allowed.
- You must supply your own music. DJ is fine. Residents must be considerate of others using the club and cannot be offensively loud. Manager on duty will use their discretion.
- All guests must be properly attired.
- Guests are only allowed in Great room and restrooms only. All other parts of the clubhouse are off limits. No tours of the building may be given to guests.

Great Room Rental Policy (continuation)

- Smoking is NOT permitted in any area of the building including restrooms. Smoking can be done outside building 26 away from clubhouse. There will be a \$100 fine per incident for anyone not following this rule.
- The Manager controls the temperature in the Great room. Guests are not allowed to open the windows. Please ask management.
- There is no cooking allowed in the kitchen. You may warm up your food only. The use of sternos with chafing dishes is permitted. All cooking utensils, serving trays, silverware, plates, cups and napkins are to be supplied by resident.
- The HOA has a limited number of tables and chairs. Residents must request their use prior to the day of the event.
- Alcohol may be served only to those 21 and over. However, the resident using the room must supervise all guests, especially those under the age of 21 and to those that have had too much to drink. All liability stemming from the serving of alcoholic beverages shall be the responsibility of the resident.
- All parties are limited to 60 people. Teenage parties have a limit to 25 guests under the supervision of at least three (3) adults. No alcohol is permitted at a teenage party.
- Fees are \$150 per hour for the Great room, non-refundable. A security deposit of \$500 is required and will be refunded in whole or in part one (1) week after the party or as soon thereafter as is practicable. In the event there are damages, the cost of repair will determine the amount of security deposit refunded. Depending on the number of guests, if Management requires an extra porter the fee is \$30 per hour.
- Rental is a minimum of two (2) hours. All guests must leave by contracted time; i.e., if the party is 2pm-5pm, all guests must have left by 5pm. All parties must end 15 minutes prior to the clubhouse closing.

Great Room Rental Policy (continuation)

- All fees are to be paid in full two (2) weeks in advance of party date. No exceptions.
- All residents are responsible for cleaning up after their party, or it can affect their deposit.
- If damages occur that cost more than the security deposit, you will be required to pay the difference. Your club privileges will be suspended until the cost to repair the damages is paid in full.
- Resident will do a walk through the club with manager at the end of rental, to agree on damages or the lack thereof and sign the release statement. If there are damages, the resident will be notified of the cost within one (1) weeks' time or as soon as to determine the amount of the damages. These rules and regulations are subject to change without notice. Manager on duty has full discretion for the duration of the party.
- The HOA shall not be liable for any damages due to the unavailability of the Great room, which is beyond the control of the HOA. Liability shall be limited to the fees paid to the HOA for the room. There shall be no liability for any unforeseeable or consequential damages.