

## Application for Pinebrook Clubhouse

In consideration for the Pinebrook Neighborhood Association, Inc. (hereafter referred to as the Association) allowing me, the exclusive use of the Pinebrook Clubhouse and furnishings on the date and time specified below, I agree as follows:

I (Name - Print Clearly) \_\_\_\_\_

residing at \_\_\_\_\_ Auburn, GA 30011,

agree to reserve the Pinebrook Clubhouse from the Pinebrook Neighborhood Association, on

(Date) \_\_\_\_\_, 20\_\_ under the terms/conditions, rules/regulations as set forth

below. **\*\*Please note that the reservation of the clubhouse will not be allowed on holidays or holiday weekends due to an anticipated increase in demand. \*\***

**Choose one of the options below and provide details if you are not the homeowner.**

**I am the current Homeowner** and member of the Pinebrook Neighborhood Association.  
I will host this event and be present in the Clubhouse the entire time it is open.

**I Rent/Lease** my Pinebrook home: (Please Print Clearly)

The Name of the homeowner is \_\_\_\_\_

Currently residing at \_\_\_\_\_

Phone # \_\_\_\_\_

Email \_\_\_\_\_

### **MY CLUBHOUSE EVENT**

1) The Name of my event is (Please Print Clearly) \_\_\_\_\_.

2) My guests shall arrive at (Actual time) \_\_\_\_\_; the Event will end at \_\_\_\_\_. I understand that I must leave ample time to plan for set-up and cleaning after the event. Clubhouse hours are 10am to 10pm.

3) This event will be: ( ) Non-profit ( ) For Profit

4) Alcohol will be served at this event: ( ) Yes ( ) No

5) I will be using a caterer for my event: ( ) Yes ( ) No

6) I shall monitor the use of Clubhouse amenities and assure they are not damaged/broken and that the folding tables/chairs are returned to storage and stacked neatly like they were found. ( ) Yes ( ) No

**The Catering Company will be:** (Please Print Clearly)

Company Name \_\_\_\_\_

Address \_\_\_\_\_

Contact Name \_\_\_\_\_ Phone: \_\_\_\_\_

Email Address \_\_\_\_\_

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## PRICING TO RESERVE THE CLUBHOUSE

### Payments shall be prepared as follows:

- Residents that rent or lease their homes must get permission to use the Clubhouse from the owner(s) of record. Payment arrangements shall be made directly with the owners.
- The Reservation Agreement and payment checks shall be written from an account in the name of an owner-of-record. Owners will be fully liable for all damages/fines associated with the rental.
- All checks shall be made payable to **Pinebrook NA, Inc.**
- The event date shall be written in the memo line of the check.
- **The date shall be assigned to the first resident to submit accurately completed paperwork!**
- The reservation shall be CONFIRMED only after the owner(s) are vetted for dues currency.

**Check #1** (REQUIRED) shall be **\$175** to cover the **Reservation Fee**

**Check #2** (REQUIRED AND RETURNABLE) shall be for **\$200. Security Deposit** to cover damages/fines (if any)

**It is CRITICAL that you submit accurately completed contract documents and payments immediately!**

Read, initial & sign the documents, and return with your payments. Mail them to:

**Pinebrook NA**

**2675 Paces Ferry Rd SE Ste 125**

**Atlanta, GA 30339**

**Residents may resume bringing guests to facilities/amenities, subject to occupancy and distancing limitations; however, residents are responsible for ensuring that their guests abide by all promulgated rules.**

- \_\_\_\_ Initials    **All guests must be documented for contact tracing purposes.**
- \_\_\_\_ Initials    I understand that continued use of the Clubhouse after the hours for which it has been reserved will constitute a breach of this Agreement and will result in forfeiture of my deposit. The Clubhouse event must be over by 10 pm. All cleaning must be done and everyone out by Midnight.  
NO overnight stays are ever allowed in the Clubhouse.
- \_\_\_\_ Initials    I understand and agree that my security deposit will be used to pay for cleaning costs and any and all fines and/or damages resulting to the Clubhouse, its contents, or any other portion of the property as a result of my actions or any actions on the part of persons present at, attending, or in any other way related to my function. I understand that any charges made against my deposit will be explained.
- \_\_\_\_ Initials    I agree to clean the Clubhouse to the standards set by the Association and will use the checklist that is provided to avoid deductions from my security Deposit.
- \_\_\_\_ Initials    If the cost of the fines and/or repairs exceeds the amount of my deposit, I agree to pay the Association the full cost within ten (10) days of receipt of a written explanation of the damages. I agree that all deposits, fees and expenses incurred by the Association because of my use of the Clubhouse under this Agreement shall be considered an assessment and constitute a lien against my property if not paid promptly. All charges and legal fees shall be fully collectible as provided for in the Association's Declarations and By-Laws.
- \_\_\_\_ Initials    I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for including, but not limited to, the serving of alcoholic beverages.

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- \_\_\_\_ Initials I understand that I may serve alcohol, but I can **NEVER SELL ALCOHOL** at my event.
- \_\_\_\_ Initials I am liable for my own behavior and that of my guests at my Clubhouse event. It is my responsibility to set a good example and monitor the behavior of my guests.
- \_\_\_\_ Initials Guests entering the Pool area during my event will result in the loss of my entire security deposit and if discovered, everyone will be asked to leave immediately!
- \_\_\_\_ Initials I hereby release and forever discharge the Adcom and the Association, its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances.
- \_\_\_\_ Initials I agree to indemnify and hold harmless the Adcom, the Association and the Pulte Group, Inc., its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability (including, but not limited to, attorney's fees) for any injury, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees or any member of the Association or any other person which arise from or are in any way related to the above activity, whether or not caused by the Association's negligence.
- \_\_\_\_ Initials I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws and Rules and Regulations. I acknowledge that violation thereof by any person present at, attending, or in any other way related to my function may, at the sole discretion of the Association's Board of Directors, result in forfeiture of my entire security deposit plus liability for any overages that may apply and in extreme cases, the loss of privileges.
- \_\_\_\_ Initials I understand that I am being granted the exclusive use of the Clubhouse for the time period described above subject to the right herein reserved by the Association to enter the Clubhouse and my use thereof should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property. The Association, through its delegates, reserves the right to enter the property to assure compliance with the rules.
- \_\_\_\_ Initials I am at least twenty-one (21) years of age and will be present at the Clubhouse the entire time it is open to ensure the safety and care of the Clubhouse and monitor the activity there. I will not leave the Clubhouse unattended. Children (of any age) will not be left unattended at the Clubhouse.
- \_\_\_\_ Initials I hereby agree and represent that the Clubhouse will be used for lawful purposes only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Clubhouse under this Agreement shall be terminated and the Association, through its delegates, shall have the right to take immediate possession of the Clubhouse and instruct my guests to leave the property.

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\_\_\_\_ Initials      I may cancel my reservation by sending an email to [jennifermatthews@fieldstonerp.com](mailto:jennifermatthews@fieldstonerp.com). If my cancellation arrives more than 15 days before the reservation, my reservation and the accompanying payments are voided immediately. If the cancellation arrives 2 - 14 days before the reservation, I will forfeit half the payment and my entire security deposit will be voided. If I cancel <2 days before the reservation, I will lose my entire reservation fee. In both cases, my security deposit will be voided immediately. The date will immediately be listed as "Available" on the online Events Calendar; if another resident reserves the date, I will receive a full refund.

\_\_\_\_ Initials      I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed nor will this Agreement be binding until I am vetted for dues currency and moved to CONFIRMED status during the month of the event.

\_\_\_\_ Initials      **I understand that this reservation of the Clubhouse is for a personal event that I am hosting and that sub-leasing the Clubhouse is strictly prohibited.**

### **SIGNATURES** (Please Print Clearly)

**I have carefully read this agreement and the accompanying attachments and understand the requirements. I agree to abide by these rules and regulations and agree to be legally bound by their terms.**

Homeowner's Name \_\_\_\_\_

Address \_\_\_\_\_ Auburn, GA 30011

Home Phone (     )     - \_\_\_\_\_

Phone # for Date of Event \_\_\_\_\_

Email \_\_\_\_\_

Signature **X** \_\_\_\_\_ Date: \_\_\_\_\_

**\*\*If there are any non-life-threatening emergencies, please contact your association manager Jennifer Matthews by text 404-596-7951. Please remember to dial 911 for any life-threatening emergencies\*\***

**\*\*RETURN THIS FORM AFTER YOUR RESERVATION\*\***

## Clubhouse Reservations Cleaning Checklist

All reservations are subject to an inspection prior to receiving your returned deposit. Please complete checklist, sign/date, and return to [jennifermatthews@fieldstonerp.com](mailto:jennifermatthews@fieldstonerp.com) **along with completion photos** within 24 hours following your reservation for an expedited return of your deposit.

- Remove all food and beverages from fridge/freezer.
- Wipe down/clean inside and outside of refrigerator.
- Clean microwave (inside and outside).
- Run dishwasher and empty (if applicable).
- Wipe down/clean all kitchen countertops.
- Wipe down/clean bathroom countertops.
- Sweep floors.
- Take out all trash, including bathrooms.
- *Mop if necessary. (Mop not provided by HOA. If mopping is required, you must provide your own).*
- *Vacuum carpet if necessary. (Vacuum not provided by HOA. If vacuuming is required, you must provide your own).*
- All furniture and décor returned to original location.
- A/C set to 80 or Heat set to 65. (whichever applies)
- Lock all doors.
- Turn off all lights.

We hope you enjoyed your time!

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