



549 Starlight Drive Fort Mill, SC 29715

Each reservation requires two checks—one for the security deposit and one for the clubhouse rental and table and chairs rental (if applicable). The security deposit for non-members will be deposited; for members it will be shredded once the clubhouse passes inspection*. Checks should be made payable to **Regal Manor Homeowners Association** and mailed or delivered to CAMS, 4701 Hedgemore Dr., Ste.816, Charlotte, NC 28209.

	Member	Non-member
Security deposit	\$250	\$500
Clubhouse rental	\$150	\$300
Tables/chairs	\$125	\$250

Members who have delinquent accounts are not eligible to reserve the clubhouse. **For inquiries, contact 704-731-5560**

or email cscharlotte@camsmgt.com. *Please report any damages to the facility and furnishings prior to your event. If there are damages discovered after your event, your damage deposit will not be refunded.

The rental fee covers cleaning service, utilities and general wear and tear of the clubhouse. You will receive your clubhouse rental access code 24 hours before rental or the Friday before weekend rental. If applicable, table/chair carts will be placed inside the clubhouse on the day of the event.

- Helium balloons, glitter, and wax candles are STRICTLY PROHIBITED.** No-drip candles must receive prior approval. Use of these prohibited items will result in a minimum \$65 fine. ____ (initial)
- The use of confetti must be approved prior to the event and **MUST** be cleaned/removed from all surfaces at the end of the event (floors, counters, etc.) ____ (initial)
- Any party material or other party paraphernalia left attached to the walls, doors, ceiling fans, etc. inside or outside the Regal Manor Clubhouse (including entrance monuments), will result in a minimum \$65 fine. ____ (initial)
- Overflow parking outside of the clubhouse parking lot is prohibited. Please discuss parking options with the management company prior to the event. **DO NOT** park in the adjacent apartment (Lakeside Villas) lot! That is private property and cars may be towed!
- Lessee is responsible for any and all damage, breakage, and actions occurring during the reservation period.
- Lessee **MUST** be present during the entire reservation period. ____ (initial)
- Lessee is responsible for the conduct of any guests, or any person providing a good or service during the entire reservation period.
- Lessee **MUST** provide a copy of insurance policy verifying liquor liability coverage if alcoholic beverages will be served. ____ (initial)
- Lessee agrees that **ALCOHOL WILL NOT BE SERVED, SOLD, OR OTHERWISE GIVEN TO PERSONS UNDER THE AGE OF 21.** ____ (initial)
- Lessee will not glue, nail or tack anything to the walls, windows or ceilings.
- Lessee will be considerate of neighbors by controlling noise and music volume. Excessive volume from sound systems, DJs, bands or karaoke is not allowed past 11:00 p.m. Event must cease immediately if police respond to noise or other complaint.
- Lessee must be at least 21 years of age. Events for persons under the age of 21 must be chaperoned by **AT LEAST one responsible** person at least 21 years of age.
- Regal Manor Homeowners Association, its Board of Directors, and CAMS reserve the right to cancel any function prior to commencement for reasonable cause.
- Clubhouse premises must be vacated by 11:59pm.
- Guests must park in designated lined spaces. Please do not park on grass, walkways, or near fire hydrants.
- Wet clothing is not permitted in the Clubhouse.
- Animals are not permitted in the Clubhouse. An exception will be made for working guidance and/or assistance animals.
- Grilling or outdoor cooking of any kind is only permitted in the designated picnic area.** NO OPEN FLAMES in the cabana area.
- The covered cabana area is common area provided for the use of the Association members and **cannot** be blocked, roped off, reserved and/or used exclusively in connection with the clubhouse rental.
- The rental of the clubhouse DOES NOT/WILL NOT include any use of the pools or pool area.** Use of the playground is not included/exclusive. Children **MUST** be supervised by a responsible adult at all times and is **AT YOUR OWN RISK!** ____ (initial)

20. Smoking is only permitted in the designated areas. It is the Lessee's responsibility to ensure that their guest(s) use these areas and dispose of cigarettes in the designated receptacles.
21. **Please do not disturb or move any clubhouse decorations, landscaping, fixtures, or picnic tables. Clubhouse Lessee will be responsible for any damaged, moved or missing items.** DO NOT unlock the "crash bars" on the glass doors! This will damage them. The doors operate on a magnetic system and can be opened by the code provided and/or the motion sensors/exit buttons.
22. **Lessee agrees to take all precautions to protect the clubhouse flooring from scratches, dings, and other damage. Lessee will be responsible for the cost of any repairs necessary as a result of any damage incurred.**
23. If tables/chairs are rented, **please refrain from storing the empty carts in the bathroom hallway.** They can be stored outside under the covered patio area by the white storage doors.
24. This Agreement must be followed or it may result in the forfeiture of part or all of the security deposit, as well as jeopardize any future right to reserve the Regal Manor Clubhouse or any of its amenities. Furthermore, Lessee agrees that in the event of damage or breakage not covered by the security deposit, I will make full retribution for any additional necessary repairs and costs over and above that amount. If any legal action must be taken to collect any additional amount not covered by the deposit, I, the lessee, must pay any attorney fees.
25. Lessee agrees to perform the following basic pick up and cleaning of the Clubhouse immediately following event: - Wipe off tables and chairs and restack on carts (if applicable). Stacked carts should be left INSIDE the main area of the clubhouse.
 - Floors should be swept clean. Please clean up spills and food with a damp cloth with warm soap and water.
 - Completely remove all decorations. This includes any tape used to secure decorations. This also includes any balloons or decorations used inside or outside of the clubhouse.
 - Remove and dispose of all trash in the green receptacles located in the covered cabana area. Additional receptacles are located at the bottom of the stairs. Do not dispose of trash in any receptacle located in the adjacent apartments (Lakeside Villas). This will result in a \$125 fine.
 - Wipe down counters and kitchen area. Clean ALL surfaces and remove all food and personal items from refrigerator/freezer. Please clean any spills or food residue. This includes cleaning/wiping down the inside/outside of the microwave.
 - Please ensure that bathrooms are neat and tidy (trash picked up, toilettes flushed, etc.) Ensure all faucets are shut off. Report any plumbing issues including running toilettes **immediately**.
 - Pick up and properly dispose of all trash both inside the clubhouse and the surrounding outside areas (cabana, picnic area, playground) caused from the event.
 - Turn off fans, and all lights--including the bathrooms.
 - Return thermostat to appropriate setting. Fan setting should be **AUTO**. In the warmer months, it should be set to **COOL** and **80 degrees**. In the cooler months, it should be set to **HEAT** and **65 degrees**.

I, _____, (Lessee's name) hereby request rental of the Regal Manor Clubhouse and have read the procedures and policies on the attached sheets and hereby agree to abide by all of its policies.

Name _____

Address _____

Telephone (home) _____ (work or cell) _____

Date Requested _____ Hours of Use _____ to _____

Number of Persons Party: _____

Planned use: _____

I further agree to be responsible for all damages and conduct of my guest(s) and I will be present at this party at all times.

Signature _____ Date _____

CAMS AFTER-HOURS/EMERGENCY CONTACT: 704-334-5207