

**South Island Plantation Clubhouse
Owner Reservation and Rental Contract Document**

Name of Renter _____ Lot Number _____

Address _____

Day phone number _____ Evening number _____

E-mail address _____

Date Requested _____

Are your HOA fees paid and up to date? _____ Yes/No?

Will pre-event and/or post-event access to the Clubhouse be required _____ Yes/No?

Type of Affair _____
(Wedding, Civic Organization, Anniversary, etc.)

Approximate Number of Guests _____

Will any part of the event be a third party service _____ Yes/No?
(Food catering, bar service, wedding planner, music, etc.)

If Yes, which service will be third party? _____

Will alcohol be available and served? _____

Is the deposit check enclosed? _____ Yes/No?

Refund and Cancellation: For dates booked with advance notice/schedule: Any date cancelled within 30 days of booking receives a full deposit refund. No deposit refunds will be given after 30 days. If your event is less than 30 days from the day event is reserved, all deposits, payments and insurance documents are due immediately and no refund will be available once your date is booked.

Dates are not reserved until a deposit is received. The rental application is subject to the approval of the South Island Plantation Homeowners Association Inc. If the Association does not approve your application, your deposit will be refunded within 10 days of the decision.

South Island Plantation Clubhouse Owner Rental Price List

CLUBHOUSE & POOL AREA

Security Deposit **\$1,000.00**

Security deposit is required in the event of SIP property damage beyond normal event use and clean-up. Damage will be identified at post event inspection. Final security deposit holdback amount to be determined after damage and cleanup estimates are obtained.

One Full Day Clubhouse & Pool Area Rental **\$650.00** **Additional Days \$150.00**

Rental includes use of SIP Clubhouse, including all facilities except exercise room and exclusive use of pool. One day rental hours are from 9:00 Am until Midnight. All clean-up must be done by midnight and ready for post Clubhouse inspection. All event rules apply. The Additional Day charges will apply if a pre-event set up day and a post-event cleanup day is required.

CLUBHOUSE

Security Deposit **\$1,000.00**

Security deposit is required in the event of SIP property damage beyond normal event use and clean-up. Damage will be identified at post event inspection. Final security deposit holdback amount to be determined after damage and cleanup estimates are obtained.

Half Day Clubhouse Rental **\$350.00** **Additional Hours \$50.00**

Rental includes use of SIP Clubhouse, including all facilities except exercise room and pool area. Half day rental hours are from 9:00 AM until 4:00 PM or. From 6 PM until 12 PM. All clean-up must be done by end of contracted rental time and ready for post Clubhouse inspection. All event rules apply. Additional hours are not allowed beyond Midnight.

SIP Clubhouse Furniture **\$400.00** **Furniture Removal & Storage**

Some events may require Clubhouse rooms to be free of furniture. If this is the case SIP has contracted with a moving and storage company to remove the Clubhouse furniture.

POOL AREA and 911 ROOM

Security Deposit **\$500.00**

Security deposit is required in the event of SIP property damage beyond normal event use and clean-up. Damage will be identified at post event inspection. Final security deposit holdback amount to be determined after damage and cleanup estimates are obtained.

Half Day Pool and 911 Room Rental **\$350.00** **Additional Hours \$25.00**

Rental includes use of SIP pool, pool patio and restrooms. Half day rental hours are from 11:00 AM until 3:00 PM or. From 5 PM until Sunset. All clean-up must be done by end of contracted rental time and ready for post Pool area inspection. All event rules apply. Additional hours are not allowed beyond sunset.

SIP By-Laws Article VIII, Section 1.b states: Any Member in default of any payment of any Assessment levied by the Association is to be suspended the right and use of any recreational facilities.

All funds received by check for Security Deposit and Clubhouse rental fee must be issued under the name of the SIP owner.

In addition, the owner/Member understands that he/she **MUST BE PRESENT** at all times during the event. SIP's agent will meet and give access to areas rented and will be on site to inspect and lock premises at scheduled close of the event.

South Island Plantation Clubhouse Rental Requirements

Deposit and Payments

A deposit of \$1000.00 is required to “Hold the Date” for the scheduled event date. This amount will be applied to the \$1,000.00 Security Deposit required for damage or excess wear during the event. Dates are not reserved until this deposit is received. Within 30 days, the rental needs to be confirmed or released to be able to receive a refund of the \$1000.00. Once a date is confirmed, all additional payments must be received 31 days prior to the event. Proof of insurance(s) must accompany final payments.

For those renting the club house facility with less than 30 days notice, all deposits, payments and insurance documents are due immediately and no refund will be available once your date is booked.

Refund and Cancellation

Any date cancelled within 30 days of booking receives a full deposit refund. No deposit refunds will be given after 30 days. **Dates are not reserved until the \$1000 deposit is received.** The rental application is subject to the approval of the South Island Plantation Homeowners Association Inc. If the Association does not approve your application, your deposit will be refunded within 10 days of the decision.

Event Insurance

All club house renters must provide a Certificate of Insurance with Comprehensive General Liability Coverage in an amount not less than \$1,000,000 per occurrence, \$2,000,000 aggregate limit for bodily injury and property damage, including product liability. South Island Plantation Home Owners Association Inc. and Rivertown Management must be named as additional insureds. Liquor Liability insurance must be included if alcoholic beverages are being served. A sample copy of acceptable insurance coverage is enclosed. This type of insurance is estimated to cost \$300.

If any large third party vendors are being used that have staff (i.e. bar service, caterer, chair/tent rental), you must provide their proof of general liability coverage and Workers Compensation coverage with limits as required by South Carolina law.

For more information about purchasing special event general liability and liquor liability coverage, please contact:

Regina Lambert
Commercial Lines Account Manager
BB&T-Puckett, Scheetz and Hogan
150 Wall Street
Pawleys Island, SC 29585
Phone 843-237-7418
Fax 888-635-1380
rlambert@bbandt.com
MC: 163-83-01-15

All certificates or evidence of insurance must be received no later than **31 days prior** to the event date. Failure to provide any certificate will result in cancellation of the contract with no refund.

SIP Liability Waiver

A waiver releasing South Island Plantation Homeowners Association Inc. from any liability, causes of action,

claims, demands costs and all other claims resulting from the event rental must be signed.

The rental application is subject to the approval of the South Island Plantation Homeowners Association Inc. If the Association does not approve your application, your deposit will be refunded within 10 days of the decision.

The individual renter must assume responsibility for the conduct and actions for all of his/her guests.

The individual renter agrees to pay for the repair or replacement of any furniture, accessories, carpet, fixtures, or equipment which are damaged, broken or missing during the rental event. If damage exceeds security deposit, renter will be billed for remaining costs.

The SIP Association reserves the right to walk through the Clubhouse during any reserved event to insure compliance with rules and guidelines.

South Island Plantation Clubhouse - Event Rental Rules and Regulations

Reservation of the SIP Clubhouse includes exclusive use of the pool and or patio area. Every attempt will be made to notify Association members of a reserved event of the Clubhouse.

If additional time is needed for set-up and break down, additional days will need to be reserved and paid for as part of your rental agreement.

Smoking is not permitted in the Clubhouse.

The Clubhouse furniture must remain inside the building at all times. If furniture needs to be removed for an event, renter must pay for and use SIP's furniture mover.

Do not adjust thermostats. If adjustments need to be made, please speak with SIP's event manager, Kim Pavao of River Town Management. Please turn off all lights and fans before leaving the premises.

No candles, tiki torches or any type of open flame are to be permitted within the building or on any portion of the covered porches. Gas/charcoal grills and smokers can be used on the concrete surfaces at least 10 feet from the building.

Portable coolers or kegs shall be placed on outside porches and not on the wooden floors anywhere inside the building.

Decorations, signs, notices, banners, etc. may not be taped, nailed, stapled, tacked or otherwise fastened to any Clubhouse property without prior approval. No "Glitter" particles are to be used anywhere on the property (inside or outside) as this material is very difficult to clean.

Music and noise volume should be kept to a minimum. Complaints by neighbors may result in a fine by the Georgetown Police Department. All fines are paid by the renting party.

Entrance to marsh walkway and docks is prohibited.

Access to SIP ponds is prohibited. No Fishing.

Pool Use:

Children under the age of 16 must be accompanied by an adult

There will be NO:

Nude swimming	Pets in the pool area	Skateboards or skates
Running on the pool deck	Glass containers	Solo swimming
Sitting or walking on fence railings		

Clean Up

Clubhouse, pool and pool deck and immediate surrounding grounds should be clean of food, trash, decorations, equipment, tables and chairs. All food must be removed from the kitchen and bar areas including refrigerator and stove/oven. Trash should be put in receptacles and trash bags should be taken to the onsite dumpster. Failure to adequately clean after the event by Midnight will result in forfeiture of some or all of the Security Deposit.

No consumption of alcohol by anyone under the age of 21.

Waiver, Release And Indemnification

I _____ (Individual Renter), do hereby release, and acquit and forever discharge the **South Island Plantation Association, Inc.** from any and all causes of action, claims, demands, costs and all other claims of any nature, which may arise as a result of the reservation or usage of the Clubhouse and any other Association property, or in any way relating to the distribution or consumption of alcohol and alcoholic beverages on the Clubhouse premises and/or from any subsequent events occurring after vacating of said premises. Furthermore, individual hereby agrees to indemnify **South Island Plantation Association, Inc.** from and against all causes of action, claims, demands, judgments or payments of settlement in the same, and all costs of defense, including attorney's fees incurred.

I do hereby certify that I have read and that I do agree to abide by this waiver and release agreement.

Association: South Island Plantation

Individuals Signature

Date

**South Island Plantation Clubhouse
Rental Contract**

In signing below, the renter acknowledges reading and understanding and agrees to all terms and conditions of the following documents: **South Island Plantation Clubhouse Rules and Regulations, South Island Plantation Clubhouse Rental Requirements, Waiver Release and Indemnification, and Rental Price List.**

Date of Event _____

Services Required	Price
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
	Total _____

Owner Renter Signature _____