

**Quail Ridge Club House Rental Rules and Registration**  
**Capacity 99 people**

**Date of reservation:** \_\_\_\_\_ **Approximate # of Guests:** \_\_\_\_\_  
**Type of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ **to** \_\_\_\_\_

**Fee: \$75.00 and \$150.00 refundable security deposit**

**Consisting of (2) separate checks, each payable to Quail Ridge HOA. No cash accepted. Rules for use of the Quail Ridge Club house.**

1. **The Quail Ridge clubhouse is intended exclusively for the use of the Quail Ridge homeowners/residents for social functions only.** People not associated with Quail Ridge are prohibited in renting the clubhouse, nor is it to be used for functions interpreted to be commercial or of a profit-making nature by private business or as an individual. Only profit-making events that benefit the association will be allowed.
2. **The homeowner/resident reserving the clubhouse must be present at all times during the function and as host, assume all responsibilities for damages or losses.**
3. Events are to end at 12:00 A.M. midnight and cleaning is to be completed by 11:30 A.M. on the following day. Parking is to be done on the street after the Clubhouse spaces are used. Please do not park in front of building # 1861.
4. It is your responsibility to keep the parking area clean. Please make sure that all cigarette butts have been picked up and disposed of after your event.
5. Cooking and picnicking on the common grounds of the clubhouse is prohibited. The swimming pool area is not included in the rental of the clubhouse. No grills and/or pig cookers are allowed.
6. The clubhouse is reserved through the Manager, Russell Property Management by phone (252-329-7368) or email (Tonya@russellpm.com) **The desired reservation is not firm until the deposit, rental fee and letter of responsibility is signed by the homeowner/resident and is provided to management.**
7. Owners of a unit that is in arrears are not allowed to rent the clubhouse.
8. No decorations of any kind should be taped, stapled, or attached to the walls, cornices, chandeliers, or fireplace mantel.
9. **Keys may be picked up on the day of the rental. Friday for a weekend rental.** Keys must be returned the following business day. You will have access to the clubhouse only the day of the rental through 11:30 A.M. the following day for cleanup. If you use the club house any other time, you will be charged for another day.

10. The deposit will be refunded after a Quail Ridge Social Committee member or employee of Management Company inspects the clubhouse and finds the requirements have been met. For your convenience, a check list is posted in the kitchen with all that is required.

**Note:**

Chairs and tables should be placed neatly in the storage room when you leave. Due to limited storage space the following items are available for use when renting the clubhouse; if you require additional tables/chairs these will NOT be provided by the Association:

3 long tables, 1 extra-long table, 1 medium table, 11 small square tables, 2 round tables 56 metal folding chairs

Requests for observing closing times, parking spaces, grounds maintenance, and cleanup are to preserve the rights of other homeowners/residents in the complex, especially those adjoining the clubhouse.

**FAILURE TO ABIDE BY THESE RULES AND REGULATIONS WILL RESULT IN FORFEITURE OF YOUR DEPOSIT.**

**Letter of responsibility: I will be in attendance and personally host this event. I realize I am responsible for any damage that may occur during this event. I agree to pay for any damage and for cleanup charges as assessed by the inspection completed by the person acting as an agent for the Quail Ridge Homeowners. I agree to pay for replacement or damaged or stolen articles at replacement cost new value. I acknowledge that I have read the above and received a copy of this reservation for my deposit.**

**Homeowner/resident reserving the clubhouse and Unit #:** \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Deposit Return Address: \_\_\_\_\_

Deposit Received: \_\_\_\_\_ Key Disbursed Date: \_\_\_\_\_ Key Returned Date: \_\_\_\_\_

Key Number: \_\_\_\_\_