

BERRY HILL ESTATES CLUBHOUSE RESERVATION AGREEMENT

I, _____, have reserved the Berry Hill Estates Clubhouse on _____ (date) from _____ (am/pm) to _____ (am/pm). (Please make sure that your time frame listed includes your setup and cleanup time. Clubhouse hours are: Sunday – Thursday: 9am - 10pm, Friday & Saturday: 9am till Midnight.)

I agree that I am responsible for the actions of my guest(s) and Berry Hill Estates Homeowners Association shall be released from liability for any actions on the part of me or my guest(s). I accept responsibility for any damage done to the clubhouse, the pool area, or any part of the grounds by myself or my guest(s). I further agree to clean the clubhouse, pool area, and grounds.

My security deposit of \$150.00 will be held until the Clubhouse and grounds have been checked or as further instructed below. Upon compliance, my money will be refunded in full. Any necessary cleaning or repair fee incurred by the Association will result in forfeit of my deposit. If the amount of my deposit does not cover said fees, I agree to pay any additional charges.

Member _____ Date _____

Address _____ Phone _____

Email: _____ (for receiving key code)

4-digit key code preference _____ (optional; if one is not provided, you will be assigned a random code)

- I have a check already on file. Use my check on file for my security deposit of \$150.
- I am making a security deposit of \$150.

Check Number _____ Deposit Received _____

Select an option below:

- I want my check returned to me after the event.
- I want my check to be shredded after the event.
- I want my check to be kept on file for use in future reservations. (Please do not date check if choosing this option).

I have read and agree to abide by the terms of this Agreement and the Reservation Guidelines.

Berry Hill Estates Homeowner Association Member Signature

A copy of the Reservation Guidelines is attached for your convenience.

Berry Hill Estates HOA
105 River Walk Trail
New Market, AL 35761
Rita's Phone (334) 799-9897

Berry Hill Estates Clubhouse Reservation Guidelines

1. All reservations will be handled by Rita Andrews at 100 River Walk Trail (cell: 334-799-9897). Any homeowner interested in using the clubhouse can either pick up the Reservation Agreement form from Rita or print one from the Berry Hill website at **berryhillestateshoa.org**
2. Reservations are on a "first come, first serve basis". **For a reservation to be valid, the signed reservation agreement and deposit for \$150.00 must be received.** Please make your check payable to the Berry Hill Estates HOA. This check should be turned in with the Reservation Agreement **prior to the reservation date.**
3. Clubhouse hours are: Sunday through Thursday 9:00am till 10:00pm, Friday and Saturday from 9:00am till Midnight. **No Overnight stays.**
4. Once the signed agreement and security deposit have been received, the key code will be emailed to you prior to the start of your reservation. Your code will be valid for the date and times provided. Please make sure that your time frame listed includes your setup and cleanup time. To unlock the front door, enter your code and then press the LockState button. To lock the front door, press the LockState button. Please make sure the lock is fully extended after locking. Sometimes the door must be pushed to be aligned correctly to allow the lock to fully extend.
5. Once the clubhouse has been checked for compliance, your deposit check will be returned/shredded/kept on file as indicated. Return of your deposit is forfeited if the clubhouse is damaged or requires additional cleaning (more than usual). The check will be turned over to the BHEHOA Board for deposit.
6. Your guests may use the pool when you have reserved the clubhouse; however, the pool and back patio will remain open to all members of the Berry Hill Estates HOA.
7. **NO SMOKING** is allowed in the clubhouse. Smoking is permitted 50 ft. from the building. Please **DO NOT** throw butts in the yard or bushes.
8. Furniture **MUST NOT** be dragged across the floor. Scuff marks or tears in the flooring may affect return of your deposit.
9. **IT IS YOUR RESPONSIBILITY TO DISPOSE OF ALL GARBAGE CREATED BY YOUR EVENT.** All garbage must be disposed of into the green trash cans on the side of the clubhouse by the pool entrance. If these cans are "full", you must take your trash with you. No trash should be left at the clubhouse or on the pool deck.
10. Turn off all overhead lights and side room fan. Turn on living room fan. Bathrooms are on automatic switches. **DO NOT TURN OFF.**

11. Blinds are to be returned to the open position and table lamps (in living room and side room) turned on. Return folding chairs and table to the front hall closet.
12. All doors must be locked and secured upon leaving. (*Door from clubhouse to bathrooms; Door to outside patio and front door*)
13. Do not leave any towels, personal supplies or decorations at the clubhouse.
14. The parking lot across the street is to be used for your event parking. The concrete paved area immediately in front of the clubhouse is for unloading/loading and handicap use only.
15. No more than 2 weekend reservations (Friday, Saturday, or Sunday) per calendar month may be booked by one household. If another weekend reservation is desired and the date is still open on the calendar one week prior to the event, then additional reservations may be booked at that time.

Berry Hill Estates HOA is not responsible for items left at the clubhouse.

Cleaning shall include but not be limited to the following:

- Remove all trash inside the clubhouse, pool area and grounds created by my event
- Remove all decorations placed by my group to include tape on walls, doors and windows.
- Clean the kitchen area to include the microwave, countertops and furniture. Do not leave any food in the refrigerator or cupboards.
- Sweep and Swiffer/mop floors with wet pad.
- Restore all furniture to a neat and orderly fashion, including pool furniture used by my guests.
- Wash the deck area clean of any spills or food to include the tables.
- Windex any fingerprints from doors, windows and glass tables
- Any other cleaning required to restore the Clubhouse to its original condition
- Cleaning checklist on clubhouse refrigerator shall be completed before departure.
- Verify all doors are locked.

Berry Hill Clubhouse Address: 105 River Walk Trail, New Market, AL 35761

Sheriffs Dept: 256-722-7181 Rita Andrews: 334-799-9897

In case of Emergency dial 911