

GENERAL INFORMATION AND RULES ON CLUBHOUSE USE

(Revised December, 2018)

1. The clubhouse is available at no charge for Heron Bay Homeowners Association functions and approved community organizations, e.g. garden club, book clubs, and committee meetings.
2. The facility is available by advance reservation for private functions and community events hosted by a Heron Bay property owner. The property owner must complete and sign the rental agreement and pay the security deposit and non-refundable user fee. Approved uses include parties, receptions and meetings. Under no circumstances will anyone be allowed to stay overnight or otherwise use the facility for “guest quarters”. Camping on the grounds or in the parking lot is not permitted.
3. Montgomery County Fire Code limits the number of guests to a maximum of 100.
4. Alcoholic beverages may not be served to minors.
5. NO pets and NO wet bathing suits are allowed inside the building. There is NO shower on site.
4. The facility is SMOKE FREE! Smoking is NOT permitted within the clubhouse or on porch areas. Smoking is allowed only on designated black top areas and smoking materials must be disposed of in proper receptacles. Caution is expected, especially near pine straw. Any cigarette butts found in or near the facility will generate an automatic deduction from the security deposit.
5. EXTREME CAUTION MUST BE USED with charcoal or gas grills. They must be situated on the grassy area at the rear of the building and at least 10 feet away from the building or porches.
6. Reservations are for the clubhouse ONLY. The launch ramp and piers must remain accessible for community use. No parking is allowed in the driveway leading to the shoreline.
7. Hours of use:

Sunday through Thursday: 9:00 am-11 pm

Music and entertainment must end by 10:00 pm and the premises vacated by 11:00 pm.

Friday and Saturday: 9:00 am-1:00 am

Music and entertainment must end by midnight and the premises vacated by 1:00 am.
8. Telephone number for the clubhouse is **336 461-3529**. Telephone is located in the clubhouse kitchen. Only local calls may be made! For emergencies, call 911.

Address for the clubhouse is **275 Mallard Drive, New London, NC 28127** (Montgomery County).
9. Questions regarding regulations for use of the clubhouse may be directed to the Heron Bay e-mail address: 4u2contact@heronbay.org
10. **Above all, please treat our Heron Bay clubhouse with the utmost care and enjoy your event!**

HOW TO RESERVE THE HERON BAY CLUBHOUSE

1. Go to the Heron Bay website www.heronbay.org and click on "Clubhouse." Then click on "Calendar of Events" to determine clubhouse availability on the date you need.
2. If the date is open, download and print the Heron Bay Property Owner Clubhouse Rental Agreement. Complete ALL sections of the form and sign it.
3. Prepare two checks* made out to Heron Bay Homeowners Association: **one for \$250 (the deposit) and a second check for \$50 (the user fee)**. Please put "HB Clubhouse Rental" and your lot # OR Heron Bay address on the memo line of both checks. Mail the form and checks to Cedar Management at the following address: Heron Bay Homeowners Association

ATT: Clubhouse C/O Susan

PO Box 481349

Charlotte, NC 28269

*If you prefer an alternate form of payment, you may contact Cedar Management Group at (1-877-252-3327) to make those arrangements.

4. Your reservation is placed on the calendar of events only AFTER the Homeowners Association has received notice from Cedar Management Group that your completed application form plus payments for the deposit and user fee have been received.
5. Reservations are on a "first-come, first served" basis, dated from the date your reservation form and payment checks are received by Cedar Management.
6. The check for the \$50 user fee will be deposited upon receipt. The \$250 check for the deposit will be held by Cedar Management pending completion of the post-event inspection. If the facility is left in satisfactory condition, the deposit check is simply destroyed.

RESPONSIBILITIES OF THE HOSTING PROPERTY OWNER(S)

1. The property owner(s) must be present at the event.
2. If desired, you may secure a temporary front gate access code from Cedar Management for use by your guests on the date(s) of your event. See contact information above. The code may be included with your invitations and/or provided to your set up persons, caterer or other service providers to facilitate their entry into Heron Bay.
3. If you are unfamiliar with the clubhouse layout and amenities or simply want to plan ahead for furniture rearrangement, kitchen use, folding tables, table cloths etc., you may set up an onsite meeting with the volunteer clubhouse site manager. Make this request through the Heron Bay e-mail address: 4u2contact@heronbay.org.
4. Once the rental agreement has been signed and approved, you become liable for damage to the property or any damage, breakage, vandalism, loss or theft of property during or leading up to your event, no matter who created the damage. The liability extends to the actions of your guests on the premises.
5. Rental includes use of kitchen appliances, equipment, plates, glass ware, and utensils. Paper products are NOT provided, so please bring your own.
6. Cloth tablecloths are available onsite. If you choose to use them, you become responsible for spot-treating stains (as needed), laundering, drying, and folding (or dry cleaning) the table cloths for return to the clubhouse. The volunteer site manager can assist you with this decision.
7. Decorations must be placed so that walls and woodwork are not damaged upon their removal. Use of temporary hanging devices (such as "Command Strips) is encouraged.
8. You must become familiar with the "Clubhouse Checklist" (posted in the facility and on the Heron Bay website) as you are responsible for all items on the list. The facility should be returned in the same condition it was in when you took possession. If you prefer to pay someone to clean the clubhouse after your event, the Homeowners Association can provide a list of possible resources. Make this request via e-mail: 4u2contact@heronbay.org.
9. After your event, the clubhouse is inspected by the volunteer site manager. If all directions on the "checklist" (see below) have been followed, the building and grounds are in the same good condition as when he/she took possession and all property is accounted for, the site manager will notify Cedar Management to destroy your deposit check. If the property is not cleaned satisfactorily, or needs any repair or replacement, you will be notified and the deposit check will be deposited. Settlement will be made when the full cost of cleaning, repairs or replacements is known.

HERON BAY CLUBHOUSE CHECKLIST FOR USERS

- Fire extinguishers are located in the bathroom hallway and in one of the bathrooms. If one is used during your event, notify the site manager.
- Return all indoor and outdoor furniture to its original location.
- Remove all inside/outside decorations, such as centerpieces, signs, balloons, tape, etc. including those placed in the neighborhood.
- Check men's and women's bathrooms. Flush toilets and replenish toilet paper and paper towels, if necessary. Extra supplies are located in bathroom cabinets. Lights extinguish automatically.
- Remove all food crumbs/particles from sink and countertops and wipe clean. (Cleaning products are under the sink).
- Run garbage disposal, if necessary.
- Hand wash and dry dishes and other items supplied in the facility and/or run dishwasher, as necessary. When dry, return items to kitchen cupboard.
- Remove leftover food or drinks from the refrigerator and take them with you. Wipe up any spills/debris in the refrigerator.
- Clean up and unplug the coffee pot.
- Wipe stovetop, oven and inside of microwave oven and make sure stove is turned off.
- Run vacuum cleaner over carpets and floors.
- If needed, mop floors using a mop dampened only with plain water.
- Place all trash and recyclables in appropriate containers. Remove and replace plastic liners. Fresh bags are under the sink and in cabinets to the left of the stove.
- Place filled trash bags in cans located on the ground outside to the left of the back porch stairs. If any bag exceeds 30 pounds, separate it into two bags. Make sure outside cans are tightly closed.
- Check thermostat and if necessary, adjust to its appropriate setting: 65 degrees for Fall and Winter and 80 degrees for Spring and Summer.
- Turn off gas logs in fireplace, if they were lit during your event.
- Check all doors to make sure they are locked. Turn off all interior and exterior lights.

CLUBHOUSE RENTAL AGREEMENT FOR HERON BAY PROPERTY

OWNERS

Name of Property Owner(s) Please print) _____

Mailing Address of Property Owner(s): _____

Heron Bay Lot Number (if different from mailing address): _____

Type of event: _____ Estimated # of attendees: _____

Requested date(s) of event: _____

Contact information:

Home ph. # _____ Cell phone # (s) _____

E-mail address: _____

I acknowledge having read the following information and agree to comply with all content.*

_____ **GENERAL INFORMATION AND RULES ON CLUBHOUSE USE**

_____ **HOW TO RESERVE THE HERON BAY CLUBHOUSE**

_____ **RESPONSIBILITIES OF THE HOSTING PROPERTY OWNER(S)**

_____ **HERON BAY CLUBHOUSE CHECKLIST FOR USERS**

* Must check all

Signature of Property Owner: _____ **Date** _____

(For use by Cedar Management)

_____ \$250 deposit received on _____

_____ \$50 user rental fee received on _____

_____ Heron Bay Homeowner Association notified by __ph. __e-mail __other _____

Date notified: _____ Special notes: _____