

**GEORGETOWN COMMUNITY SERVICES ASSOCIATION**

**1234 King George Blvd. Savannah, Georgia 31419**

Phone: (912) 925-2861 Fax: (912) 927-3038

**RENTAL CONTRACT**

**REQUEST FOR USE OF GEORGETOWN CSA CLUBHOUSE**

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone (work): \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time Requested: \_\_\_\_\_  
(INCLUSIVE OF SETUP AND CLEANUP)

Circle One: CSA-Resident    Non-Resident    Event Description: \_\_\_\_\_

ESTIMATED # OF PEOPLE ATTENDING: \_\_\_\_\_

CLUBHOUSE REQUIRED        \_\_\_\_\_ Southside        \_\_\_\_\_ Northside

CLUBHOUSE CLEANING REQUESTED?                                YES                NO

OUTDOOR COOKING OR GRILLING REQUESTED?                        YES                NO

Rental Fee     \$ \_\_\_\_\_                                Check/Receipt #: \_\_\_\_\_

Deposit:        \$ \_\_\_\_\_                                Check/Receipt #: \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_                                Check/Receipt #: \_\_\_\_\_

Security Guards: \$ \_\_\_\_\_                                Check/Receipt #: \_\_\_\_\_

Total            \$ \_\_\_\_\_

|                      |             |
|----------------------|-------------|
| SIGNATURE: _____     | DATE: _____ |
| CSA SIGNATURE: _____ | DATE: _____ |

**In case of emergency contact:**  
**Thomas Moody 220-8045**

Will put away tables and chairs \_\_\_\_\_

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Revised 1/1/16

## CLUBHOUSE RENTAL INFORMATION

There are two clubhouses available for rental through the Georgetown Community Services Association (GCSA). Each clubhouse is available to CSA residents and non-residents on a first come first serve basis. Clubhouse rentals are for the “clubhouse” only and do not include the pool and pool area.

- **SOUTHSIDE CLUBHOUSE:** Seats up to 144 people and has a dance floor and a full kitchen with a stove, refrigerator, and microwave. Tables and chairs are available, but we do not guarantee the amount available. Maximum occupancy is 150.
- **NORTHSIDE CLUBHOUSE:** Seats up to 72 people and has a screened patio and a full kitchen with stove, refrigerator, and microwave, but does not offer a dance area. Tables and chairs are available. Maximum occupancy is 102.

## FEES

- **Residents:** ½ day (**8:00 a.m.-2:00 p.m. only**) \$100.00. Full day \$150.00
- **Non-residents:** \$500.00 per day.
- **Armed Security Guards:** Armed security guards are required for all rentals meeting any of the following conditions: (1) alcoholic beverages are served or allowed to be brought in; (2) total number of participants/attendees is more than 25; or (3) event is schedule to go past 6:00 p.m. Cost is \$46.00 per hour with minimum 4 hours for Friday and Saturday rentals; \$66.00 per hour with minimum 4 hours for Sunday rentals. “These armed security guards are required to be present for the entire duration of the requested rental period.”
- **Security Deposit:** \$300.00 (required for all renters)
- **All fees and deposits are required before the event will be scheduled.** All fees and security deposits will be deposited immediately. Any renter who assumes the responsibility of the clubhouse for a function in which he/she is not in attendance will be charged the non-resident fee of \$500.00. If damage to the clubhouse occurs during an event, the security deposit will be used to make repairs, or if a violation of the contract occurs, deposit may be forfeited. If no damage or violation has occurred, CSA will mail a refund of the deposit to the booking party within ten working days.
- If you are a resident and wish to rent either clubhouse, your amenities must be current at the time of scheduling and must stay current through the contract date. If not kept current, the rental will be cancelled and the rental fee will be used to cure the amenity arrearage, with the balance being returned. Keep in mind that you may only rent either clubhouse one time (one day) per quarter.
- Full day rentals are available on Saturday from 8:00 a.m. to 12:00 a.m. and Sunday with hours from 8:00 a.m. to 10:00 p.m. Friday rentals are available from 6:00 p.m. to 12:00 a.m.
- If you prefer to have the clubhouse cleaned following your event rather than cleaning it yourself, you must make arrangements ten (10) days in advance. Cleaning fee-\$50.00. (Non-Resident Fee-\$65.00.)

\_\_\_\_\_ Initial

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## SCHEDULING

- The booking party must schedule rentals in person at the GCSA office. Full payment of fees and deposit for the reservation is expected at the time the contract is filled out. Payment will only be accepted from the Booking Party. Office hours are 8:00 a.m. - 5:00 p.m., Monday through Friday. All functions must be booked, fees paid and Release of Liability form signed at least 10 working days in advance of the event. If the booking party requires parking for more than 45 vehicles, additional vehicles must park along Red Fox Drive (behind the Southside Clubhouse and Pool). If the booking party requests that changes be made after signing the contract, the request will be considered if it is put in written form. If the written request is approved, it will become an addendum to this contract.

\_\_\_\_\_Initial

- **CANCELLATION:** A written notice of cancellation must be received in the GCSA office no later than ten (10) working days prior to your event. If proper notification is received by the GCSA, your entire deposit, rental fee and cleaning fee, if applicable, will be refunded to you via US Mail within ten working days of the notification. If proper notice is not received within the specified time, only the security deposit will be refunded.

\_\_\_\_\_Initial

- **ACCEPTANCE:** The booking party must meet with the Clubhouse monitor to sign the clubhouse *out* and *in* at the times specified in the contract. This will assure both parties of the condition of the Clubhouse before and after the event. Discrepancies in the condition of the Clubhouse will be noted on the “sign-out” form and reviewed the following business day by the General Manager. Please note, you must sign for the clubhouse at the time stated on your contract. The clubhouse monitor will allow you a fifteen-minute (15) leeway to sign for the Clubhouse. After that initial fifteen minutes, you will be charged \$25.00 for every fifteen minutes (or portion thereof) you are late arriving. Keep in mind that the monitor will not wait more than thirty minutes. If you are more than thirty minutes late, you will forfeit your rental and security fees. Sign out time on contract is strictly adhered to. There will be a \$25.00 fee for every 15 minutes (or portion thereof) you are late leaving. ***GCSA does not sign out keys to the clubhouse.***

\_\_\_\_\_Initial

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## CLUBHOUSE USE

- The Clubhouse will not be opened before 8:00 a.m. The Clubhouse will be locked and secured no later than 10:00 p.m. All clean up should be done and personal items removed prior to that time. This includes replacing all tables and chairs in the assigned storage facilities adjacent to the banquet rooms at the Clubhouse.
- Renters are responsible for the Clubhouse for the entire time of the reservation. If the Clubhouse is left unattended for any reason, at any time, your entire deposit will be forfeited.
- Renters will be responsible for the actions of their guests.
- All fire exits must remain unlocked, but closed during your function. All other exits must remain locked and closed during your function. All doorways and fire exits must remain free of obstructions at all times. Renter must maintain an accurate count of people in the building at any one time to ensure that occupancy limits cited on page 2 are not exceeded.
- The pools and the pool deck area are not included in the rental and are “off-limits” to event participants. If the pool happens to be open for business and event participants happen to be members, those people must exit the function and formally sign-in to the pool if they want to use it.
- No decorations or signs of any kind may be attached to the walls, ceilings, or doors.
- All spills must be cleaned up immediately and thoroughly.
- No rice, birdseed, confetti, or glitter may be thrown inside the Clubhouse. Only birdseed may be thrown outside. Glitter and confetti may not be used as decorations.
- No smoking or lighting of incense candles/sticks is allowed inside the Clubhouse.
- No underage drinking, illegal drug use or distribution, gambling, use of fireworks, or other illegal activities are allowed on Association property.
- No public address system, disk-jockey system or other audio/noise producing device shall be operated outside the Clubhouse, nor while the Clubhouse doors are propped (or otherwise held) open.
- If your party wishes to cook or grill outside the Clubhouse, it must be specified on your contract and coordinated with the Clubhouse Monitor.

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**CLUBHOUSE USE (continued)**

- At the end of the event, all tables and chairs must be cleaned, folded, and put away. All trash, decorations, food and drink items must be removed from the Clubhouse, including the main hall, kitchen, entryways and rest rooms. The Clubhouse must be cleaned satisfactorily, i.e., vacuumed, swept and mopped; appliances, countertops and rest rooms cleaned. All bottles, cans, cigarette butts and other debris resulting from the function must be removed from the outside areas. If you prefer to have the Clubhouse cleaned following your event rather than cleaning it yourself, you must make arrangements ten (10) working days in advance of your event. Booking party is still responsible for putting away the tables and chairs, and removing all food and decorations.
- The Clubhouse may not be used, without prior Board approval, for profit earning functions; and no admission fees or contributions can be charged, requested, or accepted from entrants.
- Renters must agree to and sign the attached "Release of Liability" form as a condition of renting the Clubhouse.
- Any complaints concerning violations of the above rules will be heard by the General Manager and a decision rendered as to whether the deposit shall be returned to the renter. If the violation is found to be of a serious nature, the General Manager, with the support of the Georgetown Board of Directors, may suspend a resident from future use of the center for a period of up to one year.

**Do you agree to follow all fees, rules, and conditions herein stated?     Yes     No**

\_\_\_\_\_  
**Signature of Renter**

\_\_\_\_\_  
**Date**

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**CLUBHOUSE RENTAL  
RELEASE OF LIABILITY**

The undersigned hereby requests the use of the Georgetown Community Services Association clubhouse and agrees to abide by all of its rules and regulations. The undersigned also hereby covenants and agrees to indemnify, defend, and hold harmless Georgetown Community Services Association, Incorporated, their successors and assigns, their principals, agents and employees, against any and all claims, suits, losses, damages and expenses incurred or sustained that may be based on any alleged injury or death to any person, or damage to any property, that may occur or that may be alleged to have occurred because of, or in consequence of, the undersigned's use or occupancy of the above described facilities, or any portion thereof, and whether such claim be made by any agent, servant, employee, or guest of the undersigned or by a third person, and whether or not that it shall be claimed that the alleged injury, including death or damage, was caused through the negligent act or omission of the undersigned, its guests, servants, employees or guests or caused in part by the negligence of the Georgetown Community Services Association, Incorporated, or its officers, agents, employees. The undersigned shall defend any and all such actions, pay all charges of attorney's, and all costs or other expenses arising therefrom.

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Signature

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Date

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Printed Full Name

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## CHECKLIST

**SIGN IN:**

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Monitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Condition of Clubhouse: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Explain: \_\_\_\_\_

|  | <u>Check In</u> |    | <u>Check Out</u> |    |
|--|-----------------|----|------------------|----|
|  | Yes             | No | Yes              | No |
| Tables Put Away                        |                 |    |                  |    |
| Chairs Put Away                        |                 |    |                  |    |
| Trash Removed                          |                 |    |                  |    |
| Decorations Removed                    |                 |    |                  |    |
| Food / Drink Removed                   |                 |    |                  |    |
| Outside Debris Removed                 |                 |    |                  |    |
| Vacuumed                               |                 |    |                  |    |
| Swept                                  |                 |    |                  |    |
| Mopped                                 |                 |    |                  |    |
| Stove / Microwave / Coffee Pot Cleaned |                 |    |                  |    |
| Refrigerator Cleaned / Empty           |                 |    |                  |    |
| Counters Wiped Off                     |                 |    |                  |    |
| Restrooms Cleaned                      |                 |    |                  |    |
| Lights Off                             |                 |    |                  |    |
| Alarm Set                              |                 |    |                  |    |

**SIGN OUT:**

Condition of Clubhouse: \_\_\_\_\_ Satisfactory \_\_\_\_\_ Unsatisfactory

Explain: \_\_\_\_\_

Renter's Signature \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Monitor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_