

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: _____

CSA-Resident Only Event Description: _____

ESTIMATED # OF PEOPLE ATTENDING: _____

Rental Fee \$ _____ Check/Receipt #: _____

Deposit: \$ _____ Check/Receipt #: _____

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

Total \$ _____

SIGNATURE: _____ DATE: _____

CSA SIGNATURE: _____ DATE: _____

**In case of emergency contact:
Inland Security 706-825-4078
Revised 01/01/2025.**

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CLUBHOUSE RENTAL INFORMATION

The Clubhouse is available only to CSA Members in good standing on a first come first serve basis. CSA Members may rent the Clubhouse once (one day) per calendar quarter. The Clubhouse rental is for the “Clubhouse Only” and DOES NOT include the POOL or POOL DECK AREA!

- The Clubhouse maximum capacity is 100 people, and it seats up to 75 comfortably. It has a dance floor, a full kitchen (stove, refrigerator, microwave, sink) and tables/chairs. Rentals are available on Saturday from 8:00 a.m. to 12:00 a.m. and Sunday from 8:00 a.m. to 10:00 p.m. only.

FEES AND OTHER REQUIREMENTS

- **CSA Members Rental Fee:** \$100.00
- **Security Deposit:** \$400.00 (required for all renters)
 - As the renter, your CSA amenities must be current at the time of scheduling and must stay current through the contract date. If not, the rental agreement will be cancelled and the rental fee will be used to cure the amenities owed, with the balance being returned.
 - Both the rental fee and security deposit are required to be paid before the event is scheduled.
 - The person renting the clubhouse must attend the event. Any renter who assumes the responsibility of the clubhouse for a function in which he/she is not in attendance will forfeit their security deposit in full and not be allowed to rent in the future.
 - If no damage or violation has occurred, the CSA will refund the deposit to the booking party within ten working days via U.S. mail. If damage to the clubhouse does occur (including requiring cleaning services), the security deposit will be used to make the repairs with the balance being returned. And, if a violation of the contract occurs, the deposit may be forfeited.
- **Security Guards:**
 - CSA “approved” security guards are required for rentals that meet any of the following conditions: (1) alcoholic beverages are served or allowed to be brought in; (2) number of participants/attendees is more than 25; or (3) event is scheduled to go past 6:00 p.m.
 - The cost is \$50.00 per hour with a minimum of 4 hours for Saturday rentals; \$60.00 per hour with a minimum of 4 hours for Sunday rentals.
 - The security guards are required to be present for the entire duration of the requested rental period, including set-up and clean-up.

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FEES AND OTHER REQUIREMENTS (Continued)

- **Special Event Insurance Policy:**

- All renters must purchase a “Special Event Insurance Policy” from a licensed insurance agent that specifically names the Georgetown Community Services Association as “Additional Insured”. A copy of the certificate of insurance must be provided to the CSA prior to the day of the event or the rental agreement will be canceled.

- **If Service Providers (Event Planners, Caterers or Bartenders (Etc.)) are Involved:**

- Any service provider associated with or attending the event must be Licensed, Bonded and Insured. A copy of their business license, surety bond and certificate of insurance must be provided to the CSA, for each vendor, prior to the day of the event or the rental agreement will be canceled.

IF ALCOHOL WILL BE PRESENT

As the renter (event host) you need to know that under Georgia law, a host of any social event or business function where alcoholic beverages are served, or allowed to be brought in, may be personally liable for any property damage, personal injury, or loss of life resulting in whole or in part from the hosts negligence in allowing any intoxicated guest or attendees to be served alcohol. Such liability may include harm to the intoxicated individual themselves and harm to total strangers involved in automobile accidents, etc. caused by that intoxicated individual. All renters further agree that no alcoholic beverages of any sort will be served to any minor or intoxicated person. Any renter of the Clubhouse agrees to be fully responsible for all accidents or claims that may arise as a result of any accident, injury or damage to a person or property.

- **Special Event Insurance Policy That Includes Host Liquor or Liquor Liability:**

- Alcohol may be served, or brought into the Clubhouse, but only if the renter secures a “Special Event Insurance Policy that includes host liquor or liquor liability from a licensed insurance agent that specifically names the Georgetown Community Services Association as “Additional Insured”. A copy of the certificate of insurance must be provided to the CSA prior to the day of the event, or the rental agreement will be canceled.

- **Chatham County - Special Event - Temporary Alcoholic Beverage Permit:**

- Alcohol may be served, or brought into the Clubhouse, but only if the renter secures a Special Event Temporary Alcoholic Beverage Permit from Chatham County. A copy of the Special Event Temporary Alcoholic Beverage Permit must be provided to the CSA prior to the day of the event, or the rental agreement will be canceled.

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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. – 4:00 p.m., Monday through Thursday. All functions must be booked, fees paid, and a Release of Liability form signed at least 30 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 a written form 3 weeks before the event. If the written request is approved, it will become an addendum to this contract.

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- **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 a proper notification is received by GCSA, your entire deposit rental 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.

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- **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 ensure 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 in 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 arriving late. 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. Signing 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.***

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CLUBHOUSE USE

- The Clubhouse will not be open before 8:00 a.m. The Clubhouse will be locked and secured no later than 12:00 a.m. Saturdays and 10:00 p.m. Sundays and all clean-ups should be done and personal items removed prior to that time. **(Renters are responsible for providing cleaning supplies to clean up Clubhouse after their event.)** 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 always remain free of obstructions. 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, paint, or glitter may be thrown inside the Clubhouse. Only bird seeds may be thrown outside. Glitter and confetti may not be used as decorations.
- No smoking, Vaping, or lighting of incense candles/sticks paint 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.
- No cooking or grilling outside the Clubhouse.

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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, 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. Booking parties are still responsible for putting away the tables and chairs and removing all food and decorations.
- The Clubhouse may not be used 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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RELEASE OF LIABILITY

RENTER'S AGREEMENT

The undersigned hereby covenants and agrees to indemnify, save and hold harmless Georgetown Community Services Association, Inc., their successors and assigns, their principals, agents and employees, against any and all 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 alleged negligence, or that of its agents, servants, employees, guests, or growing out 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 mission of the undersigned, its agents, servants, employees, guests, or by the negligence of the Georgetown Community Services Association, Inc., or its officers, agents, employees or otherwise, in connection with the undersigned's use of the above described facilities, and the undersigned shall defend any and all such actions, pay all charges of attorney's, and all costs or other expenses arising therefrom; and the undersigned hereby requests the use of the Georgetown Clubhouse and services as specified above, and agrees to abide by all its rules and regulations.

Renter's Signature

Date