



## CLUBHOUSE RENTAL CONTRACT & REGULATIONS

Revised/Effective as of January 1, 2020

Anyone wishing to lease the Clubhouse must be a homeowner of Planter's Pointe and must be in good standing with the Planter's Pointe Homeowner's Association (PPHOA). This means Association dues must be paid, current, no late fees, fines or other fees. Tenants of homeowners at Planter's Pointe **MUST** lease through the homeowner.

**Clubhouse rental fee: \$250.00/day.** A **\$250.00 security deposit** per rental is required on **all** rentals. You may pay by check or by calling Ravenel Associates (843-266-3926) to pay by credit card over the phone. If paying by check, please know that **ALL CHECKS WILL BE CASHED** prior to your rental. Please make checks out to **PLANTERS POINTE HOA**.

If you have not already registered your email with Ravenel Associates, please do so you can stay well informed of events, important dates and information, and emergency notifications regarding weather or other situations. Even without registering, you may access the dropdown menu to the left and download the 'clubhouse rental' contract through that tab or through the document tab. Make sure to sign and date your contract and send it in to Ravenel Associates within 7 business days of scheduling your clubhouse reservation. The mailing address is:

PPHOA, c/o Ravenel Associates, 960 Morrison Drive, Suite 100, Charleston, SC, 29403

For your convenience, you may also leave your signed contract, and form of payment (if not paying over the phone with a credit card) in an envelope, with your **name, resident address, and date of rental**, in the locked, black mailbox mounted on the outside wall of the clubhouse to the right of the Clubhouse Office door. This is the door facing street side as you enter the amenity center.

Deposit and Rental fee must be paid in full at this time, no exceptions, AND your date will not be held beyond the 7-day grace period pending payment. Acceptable form of payments: Credit Card, Cashier's Check, Money Order or **personal checks** payable to Planter's Pointe HOA. Return check fee is \$25. **Deposits will be forfeited on all rentals cancelled within 72 hours of the scheduled event.**

Once the signed contract and payment is received by Ravenel Associates, your "tentative clubhouse rental – pending contract" in the calendar will be marked as "confirmed". This locks in your date for your event and you may formally start your planning. It is only after this time that a code to the amenity center gate can be generated for your event to allow your guests into the amenity center, thus, preventing you from having to stand at the gate and fob guests into the area. **UNDER NO CIRCUMSTANCES**, may you post the gate code at the gate for convenience. Doing so will result in **FORFEITURE OF YOUR DEPOSIT IN ITS ENTIRITY**. We understand that for some events, you may want to print the code on an invitation. The code can be generated once the signed contract and payment, in full, is received by Ravenel Associates. The gate code can be obtained through your Amenity Coordinator.

**Keys** will be provided, by scheduled appointment with the Amenity Coordinator, the day of the event or the evening prior to the event. If the event is on a Sat or Sun - then you may **pick up keys** on Friday afternoon or as scheduled with the amenity coordinator. At this time, the amenity coordinator will provide you with the alarm codes and WIFI information. Keys must be returned within 24 hours of your event. You may **return keys** in the locked, black mailbox just outside of the Planter's Pointe Clubhouse Office, or directly to the amenity coordinator, if scheduled.

Before you set up for your event, review the layout of the furniture and contents of the Clubhouse. If you move any furniture or contents, it must be replaced to its original setting when your event is over. It's recommended that you take a picture of the furniture arrangements before moving anything, so you'll have an

easy, quick reference of how to put things back in place properly. If you move furniture, lift it, do not slide it on the hardwood flooring. You are liable for any damages to the flooring and furniture.

Also, you are responsible for any damages to the clubhouse and the contents of, or within the clubhouse, while renting the facility. Damages will be deducted from your security deposit and if in excess of the deposit, you will be billed. If there are no damages to the clubhouse or the contents AND the clubhouse has been cleaned, the security deposit check will be refunded in full. **Checks are mailed ONLY on the 10<sup>th</sup> and 25<sup>th</sup> of each month. Please allow time for processing and mailing of your returned deposit after your event.** Also, please make sure we have a valid mailing address on file to ensure the most expedient return.

In the event you are using an outside vendor, for a bigger event, and will be renting a tent, tables, and/or chairs, please be aware that many (party) rental companies do not deliver on Saturday or pick up on Sunday. If items are delivered on a Friday, thus blocking the clubhouse from being utilized by another resident, that is considered a “rental day” with a rental fee of \$250 for that day. If the items remain there on Sunday due to scheduling with the vendor, that also is considered a “rental day” with a rental fee of \$250 for that day. This is often more viable than the “special delivery” rates charged by party rental companies for Saturday deliveries. For an event as described, the fee would be \$750 for the weekend rental – even if the event happened only on Saturday, with the deposit remaining \$250. (The deposit would then be “rolled” from Friday thru Sunday). Please be aware that the Amenity Coordinator is not responsible to meet vendors for deliveries or pick-ups pertaining to your event.

- Please do not prop open the front door during your event.
- The Pool is not included in the clubhouse rental and cannot be reserved in conjunction with a Clubhouse Rental. Joint pool/clubhouse events are prohibited. Violation of this will result in forfeiture of your deposit.
- There are 34 folding chairs available for use stored in the foyer closets and 3 8’ long tables plus 3 square tables. Linens/tablecloths are not provided and are the responsibility of the renter, if desired.
- The back lawn is not included in the Clubhouse Rental and can only be used with a \$50 upcharge fee.\* (see below for upcharge details)
- Pets/and/or animals of any kind are not permitted in the Clubhouse or Pool Area.
- No throwing birdseed, rice, plastic, or foam items at weddings or other receptions. *Anything thrown or used on the grounds of the clubhouse during weddings or special events, must be cleaned up.* This includes sparkler heads, balloons, string ties, silly string, etc.
- No glass containers/bottles permitted on porch.
- Absolutely no parking in the grass!**
- Parking is limited. Please car-pool as much as possible.
- Tobacco products of any kind are **NOT** permitted in the clubhouse or on the porch of the clubhouse. **This includes E-Cigs.** This entire area is considered a '**smoke free environment**'.
- All Planter’s Pointe HOA Rules & Regs apply as well as the Town of Mt Pleasant Ordinances.
- The clubhouse must be thoroughly cleaned immediately following the event. Vacuum, cleaning supplies, etc. are your responsibility to provide. This includes cleaning the bathrooms, kitchen, refrigerator and freezer. A cleaning company may be hired by the individual renter. This service is not retained through the Amenity Coordinator, the HOA or the Management Company. The renter/owner would be responsible for all communication including hiring, payment, meeting the vendor, entering and exiting the facility, setting the alarm, and guaranteeing that everything is returned and cleaned to satisfaction. In the event a cleaning company is desired yet cannot clean on Sunday after a Saturday event, another day’s rental fee of \$250 will be

charged for Sunday because a resident is unable to utilize the facility. The deposit refund will be processed after the Amenity Coordinator conducts a walk-through and approves reimbursement.

- All trash must be taken outside to the dumpster located in the corner of the parking lot by the playground area. There is a plastic wheelbarrow on the poolside of the clubhouse balcony to assist with this effort. Please make sure to return the wheelbarrow to its spot after wheeling trash to the dumpster.
- Make sure the thermostats are returned to the following temperatures: Summer 78\* / Winter 65\*.
- Turn off all electronic equipment.
- Make sure all kitchen appliances are turned off.
- Make sure ALL lights and porch ceiling fans are off.
- Make sure **ALL doors are locked**. If doors are left unlocked and the alarm is set off prior to the amenity coordinator clearing your deposit for return, all charges from the security company are the responsibility of the renter.
- When exiting the clubhouse, make sure **the alarm is set** and the front door is locked with the key.
- If the alarm is triggered, the Mt. Pleasant Police will be dispatched and you will be liable for the false alarm trip charge of \$50.00 payable to Planter's Pointe HOA.**
- The Clubhouse key must be returned within 24 hours from the date of event or \$100.00 will be deducted from your security deposit.

**\*Back lawn upcharge fee:** You may pay an upcharge fee to utilize the lawn area behind the clubhouse. The back lawn can only be utilized in addition with a clubhouse rental and is not for individual rent. The following conditions apply:

- **No jump castles, waterslides, dance floors, trucks, cars, or delivery vehicles of ANY kind** are allowed on the grass.
- Tents, tables, and chairs are allowed. Any excessive wear and tear on the grounds, as determined by the Amenity Coordinator and Ravenel Property Management Co., will result in a deduction from, or forfeiture of, your deposit for lawn maintenance and re-sodding.
- Grounds must be left clean of all debris and trash including: any paper goods (plates, napkins, cups, nametags, etc.), beverage cans, food particles (shells, bones, etc.), balloons, decor.
- Outside trashcans are highly suggested and are the responsibility of the renter.

*If you encounter any problems, please contact the Amenity Coordinator at 843-609-7010.*

*Please keep these pages for reference for your Clubhouse rental.*

*Detach and complete the following page and return your contract and payment via one of the methods to confirm your rental date.*



**CLUBHOUSE RENTAL CONTRACT**

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*Please detach and return this portion of the contract with payment to confirm your rental date.  
Please print legibly to prevent delay in processing.*

I hereby agree to adhere to the Planter's Pointe Clubhouse Rental Contract and Regulations and hold Planter's Pointe Homeowners Association and Ravenel Associates and their employees and affiliates harmless of any and all liability pertaining to the rental of this Clubhouse for this scheduled event.

\_\_\_\_\_  
Signature Cell Phone Number Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Planter's Pointe Homeowner Address Date & Time of Event

\_\_\_\_\_  
Received By: Date

**Please submit this form to:**  
Ravenel Associates, 960 Morrison Drive, Ste 100, Charleston, SC 29403  
Office: 843-768-9480 Fax: 843-768-5047

OR

You may submit your signed contract, and form of payment (if not paying over the phone with a credit card) in an envelope, with your **name, resident address, and date of rental**, in the locked, black mailbox mounted on the outside wall of the clubhouse to the right of the Clubhouse Office door. This is the door facing street side as you enter the amenity center.

Thank you.

We hope you have a memorable event!