

Clubhouse Rental Procedures

Rental fee is \$35 plus \$250 refundable deposit. Use of the Clubhouse is limited to Black Horse Run of Durham property owners who are current in their Home Owner Association dues. Clubhouse rentals are on a first come first serve basis and cannot be secured until the \$35.00 rental fee is received. The \$35 is non-refundable.

- 1) Please call Diane Rahman at 477-8403 to schedule your reservation.
- 2) Drop off \$35 and \$250 in **TWO** separate checks made payable to BHR-HOA.
- 3) Place your name, address, phone number and date of rental on your \$35 check.
- 4) A signed copy of the RENTAL Agreement must be signed and delivered before a key will be given.
- 5) The Clubhouse has an alarm system you must deactivate when you walk in and reactivate each you leave. The alarm code will be located on your key tag.
- 6) Maximum number of occupants is 95. Parties may not exceed this number.
- 7) Clubhouse Key cannot be provided sooner than 24 hours before a function.
- 8) Facility rentals can only be reserved by an adult 21 years of age or older and chaperoned by a minimum of two adults for persons under the age of 21 with a ratio of no less than 1 adult per 10 guests.
- 9) **Once inside the clubhouse perform your “walkthrough.” If damage is noted during your walkthrough, you are obligated to contact the chairperson or a board member immediately (before your party takes place) so as not to be charged for the damage. Failure to do so can result in you being charged for the cost of the repair.**
- 10) The \$250 deposit will be refunded provided no damages occurred during your function, and all cleaning duties were performed. Included is a list of cleaning duties. Cleaning supplies are provided and located in the clubhouse closet or in the bathroom. When setting up tables and chairs, **DO NOT** pull out stacking racks, (with or without chairs) doing so will cause severe scratching of the floor.
- 11) No Upholstered Furniture is to be moved from its present place.
- 12) Organized functions are not allowed to loiter in the front & side amenity areas. This includes cooking and grilling.
- 13) All evening functions must end at 1:00am.
- 14) All function sounds must be reduced and contained after 11pm.
- 15) Parties are allowed to use the pool on weekdays, Saturday, Sunday and holidays after 7pm.
- 16) You are required to bring your own propane tank if using the gas grill located at the pool.
- 17) At no time can a private party have exclusive use of the pool.
- 18) For all pool parties with 10 or more guests an additional lifeguard, approved by BHR, is required at the expense of the host or hostess. Ratio is 1 extra lifeguard for every 10 persons, no exceptions.
- 19) All lifeguards must be certified and approved by the BHR Association. Lifeguards can be set up through Jack Stephens (336) 599-2704. Please request fee schedule.
- 16) For a pool party of less than 10 children under the age of 8, requires no less than 2 adults supervising the children in the pool.

- 17) Wet bathing suits or persons must be kept off the upholstered furniture in the Clubhouse.
- 18) Confetti, Glitter of any kind and use of thumbtacks is prohibited
- 19) The clubhouse is protected by a security alarm and must be re-activated once you leave the clubhouse.
- 20) Be certain all doors and windows are closed and locked including deadbolts. Never leave the clubhouse unlocked or unprotected.

Please detach and return to Chairperson when you receive the Clubhouse Key

I have read the Clubhouse Rental Procedures and Clubhouse Cleaning Requirements and understand my responsibility in renting the Clubhouse.

Homeowner's Signature

Date