



**SAVANNAH HOMEOWNERS' ASSOCIATION
AMENITY RENTAL AGREEMENT**

Applicant Type (please check one) Homeowner _____ Authorized Tenant _____

Name: _____

Savannah Address: _____

Phone Number(s): _____ Email Address: _____

Please describe purpose of your event: _____

Date of Event: _____ Start Time: _____ End Time: _____ Est. Attendance _____

Grand Ballroom	Café	Boardroom	Theatre	Party Trailer
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
After Hours Rental Fee: \$600 Deposit: \$200	After Hours Rental Fee: \$200 Deposit: \$50	Business Hours Rental Fee: \$25 Deposit: \$10	After Hours Rental Fee: \$225 Deposit: \$50	<i>1 Rental Per Day</i> After Hours Rental Fee: \$60 Deposit: \$200
		<input type="checkbox"/> After Hours Rental Fee: \$50 Deposit: \$20		

_____ Mandatory Sanitation and Disinfecting fee for Clubhouse Rentals \$250 – Not applicable for the following rentals, Pool Pavilion Rental, Magnolia Boardroom Rental, or PartyTrailer Rental. Homeowner is responsible for cleanup.

Fees:
Security \$375.00 (Off Duty Police Officer)
TABC Certified Bartender \$250.00

Additional Hourly Rates:
Ballroom \$75 each hour
Café & Theatre \$25 each hour
Boardroom \$25 each hour
Security \$75 each hour
Bartender \$40 each hour

Food & Beverage Present? Yes _____ No _____

Alcohol? (Not allowed at the pool) Yes _____ No _____

*All prices are subject to change**

PAYMENT INFORMATION

(Payments must be made in person. Please make checks payable to Savannah Homeowners Association)

Deposit: \$ _____ Date of Payment: _____ CC or Check _____

Balance: \$ _____ Date of Payment: _____ CC or Check _____

Rental Fee: \$ _____ Date of Payment: _____ CC or Check _____

Deposit taken by: _____ (HOA Staff) Payment taken by: _____ (HOA Staff)



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Eligibility

_____ Only adult homeowners/members of the Savannah HOA with accounts in good standing, or authorized tenants are eligible to reserve applicable HOA amenities.

_____ Events must be reserved by a current Savannah homeowner or authorized tenant in person at the Savannah HOA Office. Reservations are available on a first come, first served basis upon receipt of security deposit, rental fee, mandatory sanitation, and disinfecting fee of \$250 and the executed contract. Eligibility also means Homeowner's account status is current at the time of booking and at the time of scheduled event, no exceptions.

_____ FirstService Residential management and/or Board Members reserve the right to cancel indefinitely on the day of the scheduled event if your resident status is not a current homeowner or authorized tenant. Contract holder will forfeit the scheduled event, vendor hard cost and amenity rental deposit.

No reservations will be accepted on days of HOA community events without manager approval and recurring rentals are not permitted unless sponsored by a Savannah CA Committee or Board Approved Club or Class.

_____ Homeowner/member is required to attend the event and agrees to be responsible for the actions of all guests and attendees.

_____ Savannah management and/or board members reserve the right to refuse a rental and/or future rentals in the event facilities are left in poor condition or if there is evidence of policy or rule violations.

Amenities

(Capacity is subject to change)

- **Grand Ballroom** – The Ballroom includes the Magnolia Café. A maximum of 130 guests is allowed. Seating for maximum occupancy is not provided. If Seating and Tables are needed, Renter is responsible for providing. HOA Recommendations for seating rentals through these vendors <https://marqueerents.com/> or Ducky Bobs Rental (972) 381-8000.
- **Magnolia Café** – The Café includes use of the kitchen, clubhouse restrooms and trashcans. A maximum of 42 guests is allowed. Seating for maximum occupancy is not provided.
- **Boardrooms** – The Boardroom includes use of upstairs restrooms. A maximum of 25 guests is allowed in the Magnolia Boardroom. Seating for maximum occupancy is not provided.
- **Theatre** – The Theatre is equipped with trashcans and use of downstairs restrooms. A maximum of 40 guests is allowed. Seating for maximum occupancy is not provided.

Contract Holder is responsible for any and all damages to electronic/theater equipment at the replacement value cost. An inspection of items will be performed before and after each booked event.

Sign _____

Date _____

- **Party Trailer** – Weekday Rental Only – Peak Season Subject to Change, reflects clubhouse schedule hours – The Party Trailer is rented for community parties only and may not be removed from Savannah's community. Access to homes with front entry garages may not be blocked. Homeowners using the Party Trailer will be responsible for locking trailer doors after the event. The Party Trailer must be transported with a proper hitch. The Party Trailer and all of its contents, including grill, must be cleaned and returned in good condition. An HOA staff member must complete an inventory upon return. If items are damaged or missing, replacement costs will be charged to the resident's account. The party trailer is rented by the day.



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Duration of Event

Rentals are booked in 5-hour increments. If you require additional time, you may wish to consider reserving additional time slots. Additional hours are listed on the first page of the agreement. All events involving clubhouse rentals will end by no later than 12:00 AM. Please be aware the 5-hour rental includes for renter to set up and clean up. If renter requires additional time, please see the "Additional Hourly Rates" section on the first page. Note: Pool Pavilions and the Party Trailer CAN NOT be extended by the hour.

Guest Conduct

_____The Resident is responsible for ensuring all guests adhere to the policies of the HOA. The Resident is also responsible for all damages, including damages caused by attendees. Financial responsibility for any and all damages, as determined by the Board of Directors and/or FirstService Residential, will be the sole responsibility of the Resident. The Resident shall reimburse the association for any excess costs immediately upon notice of the amount due. Balances that remain unpaid will be charged to the homeowner's account and could result in loss of amenity privileges. Guests are not allowed use of the fitness equipment during any and all events.

Contract Holder is responsible for any and all damages to electronic/theater equipment at the replacement value cost. An inspection of items will be performed before and after each booked event.

Sign_____ Date_____

Deposits/ Fees/ Cancellations

_____A non-refundable security deposit is required at the time the reservation is secured and must be made payable by check or credit in the name of the Savannah homeowner or authorized tenant. The deposit will be applied to the final rental price for the event. Full payment for the scheduled event must be made 14 days preceding the event.

_____Cancellations must be made 14 business days preceding the event. Contract holder will forfeit your scheduled event, vendor hard cost and amenity rental deposit. If you call 972-346-3020 to cancel 14 business days preceding your event, you will have the option to forfeit your fee or reschedule your event to occur within 90 days of the original rental date.

_____No-Shows will forfeit deposit and rental price.

_____ALL Clubhouse rentals will be subject to a mandatory sanitation and disinfecting fee of \$250. Renter is responsible for leaving the facility in the same manner as it was presented. * Not applicable for the following rentals, Pool Pavilion Rental, Magnolia Boardroom Rental, or Party Trailer Rental. Homeowner is responsible for cleanup.



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Food & Beverage

_____Rentals include the ability to bring in food and beverage products (please refer to Release & Indemnification below). In the event alcoholic beverages are being served a TABC certified bartender and Officer is required. Bartenders and Security will be booked by management. The Savannah Community Association and FirstService Residential assumes no responsibility for any service to minors or incidents resulting from alcohol service during rental.

Use of equipment such as Chocolate Fountains require plastic tarp be utilized under and around the serving area.

Decorations / Set-Up / Clean-Up

_____ No decorations or temporary fixtures may be affixed to the building, walls or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls or fixtures.

Please note additional guidelines:

- All decorations must meet fire department standards.
- All arches, balloon, mental, wood, plastic is subject to approval on a case-by-case basis.
- All elaborate decorating plans must be approved by the General Manager prior to the finalization of event details.
- All candles must be dripless and enclosed in glass.
- Rearrangement or removal of furniture must be completed by the Facilities Department. Please check with management to determine if fees apply.
- All deliveries of decorations, wedding cakes, theme party props, and band equipment must be coordinated directly between the resident and the vendor. The resident or representative must be present to sign for all deliveries and must be approved and coordinated with management prior to the event. The Savannah Community Association and FirstService Residential will not be held responsible for any unattended decorations, props, food, equipment and other items left outside by the contract holder and their vendor during or after their scheduled event.
- All decorations must be removed, all rented facilities cleaned, trash picked up, and trash receptacles emptied within rental period. You will not be allowed to arrive earlier than your rental start time (for decorating and set up), and you must have all facilities cleaned and vacated no later than the end-time on your rental agreement.
- ALL Clubhouse rentals will be subject to a mandatory sanitation and disinfecting fee of \$250. Renter is responsible for leaving the facility in the same manner as it was presented. *Not applicable for the following rentals, Pool Pavilion Rental, Magnolia Boardroom Rental, or Party Trailer Rental. Homeowner is responsible for cleanup.
- Management will provide guidelines for set-up and clean-up procedures upon execution of this agreement.



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General Event Policies

_____The Resident agrees to adhere to the following General Event Policies:

- **ALL initial rental fees are not and will not be prorated.** Contract holder understands Booked Venue is at full price for the initial 5 Hours booked. If additional hours are requested, and/or additional resources (such as Security, Bartender, etc.) Contract holder may then request the additional hourly rate of each resource needed; all fees listed on the first page.
- The Association does not allow the Amenity Center/Clubhouse to be rented in conjunction with the use of the pool facilities.
- **ALL events booked that will exceed the 35 mark of attendance with mixed cocktails beverages will require an additional bartender , the contract holder is required to pay for additional Bartender. ALL events booked that will exceed the 50 mark of attendance, serving beer and wine ONLY will require an additional bartender , the contract holder is required to pay for additional Bartender**
- **ALL events booked that will exceed the 75 mark of attendance, the contract holder is required to pay for additional Security, during the scheduled amenity rental. (For Example, 76 in anticipated attendance 2 Security Guards are to be hired and paid for by contract holder per event. In addition to any additional hours requested.) 1 to 75 ratio.**
- **ALL after hour indoor clubhouse rentals - It Is mandatory to hire Security, alcohol present or not.**
- **ALL rentals will subject to a mandatory sanitation and disinfecting fee of \$250.**
- The Café may not be rented separately at the same time as a Ballroom rental. All Ballroom rentals include use of the Café area.
- Board Room rentals taking place during regular HOA office hours will be subject to the association conducting business at the same time. HOA cannot close the clubhouse during regular hours of operation. (*Rental availability subject to change*)
- Management staff may or may not be present during your event and will have access to all areas of the facilities.
- An inspection of the rented space will take place following the event by an HOA staff member/Event Security to check for any damages to the property during the event. Should any damages be found, the Contract holder responsible for renting the facilities will receive an itemized list and estimated costs. Payment of the charges will be due within 30 days of receiving the bill. Charges not paid within 30 days will be charged to the Homeowner/Member's HOA account and could result in loss of amenity privileges.
- All HOA rules pertaining to use of facilities, including but not limited to, pool rules, etc. are required to be adhered to by the resident and invited guests.
- Sexually oriented events or sexually oriented entertainment at events is prohibited.
- Noise and music must be maintained at a level which does not disturb neighboring homeowners or the general public. In the event of complaints, from officials or the general public, violation penalties may be assessed.
- Association sponsored community events are exempt from rental fees and take precedence over private rentals.
- Smoking is not permitted except on the front veranda.
- Pets are not permitted inside the clubhouse or within pool amenities with the exception of those aiding the disabled.
- All parents of children attending an event are required to stay and supervise their children the entire duration of the event.
- No wet bathing suits or bare feet are permitted in the clubhouse at any time.
- No grills of any kind are permitted inside the pool area.
- There are 24-hour security cameras located in and around the clubhouse which record and retain footage.
- Tables and chairs are not provided for events in the clubhouse. Contract Holder is responsible for securing these items ahead of time.
- **The Savannah Community Association and FirstService Residential Management is not responsible for personal property left on premises by the contract holder and/or their vendors.**
- Savannah Community Association, Inc., reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. The Association may, in its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase with increased demand.



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Required Signature

I have read all of the rental policy information and by signing below, I agree to comply with the provisions of this rental agreement. I understand that my security deposit may be forfeited, or I may be billed for any additional expense should any of the aforementioned requirements be ignored or abused, or if any damages are a result of the actions of my rental.

Contract Holder(s) acknowledges that his/her use of the facility is purely for the pleasure of his/her guests. The Savannah Board of Directors sanctioned community events shall be permitted for the benefit of the community. The Contract holder further acknowledges that neither FirstService Residential Management Company ("Manager"), nor the Savannah CA ("Association"), has assumed any responsibility for, nor shall the Manager or the Association have any liability for, the actions or inactions of the resident and his/her guests and invitees or for any injury, damage or loss any person may sustain while using the facility or in connection with or as a result of any activity, including consumption of alcohol or other intoxicating substances, engaged in by any person while using the facility.

Contract Holder(s) on behalf of himself, his heirs, successors and assigns, and on behalf of his/her guests and invitees, their heirs, successors, and assigns hereby releases the Manager, the Association and the respective officers, directors, shareholders, agents, members, successors and assigns, from any claims which resident(s), his or her guests, and invitees, now have or may hereafter have which are related in any way to any loss, damages or injury that may be sustained in connection with their use of the facilities or as a results of any activity, including consumption of alcohol or other intoxicating substances, engaged in while using the facility.

Contract Holder(s) on behalf of himself, his heirs, successors and assigns, agrees to indemnify, defend and hold harmless the Management Company and the Savannah Community Association and their respective officers, directors, shareholders, agents, members, successors, and assigns against any and all claims, demands, damages, costs and expenses, including reasonable attorney fees arising from the user of the facilities, including the buildings and sidewalks adjoining same, by the Contract Holders(s), his or her guests, and invitees, or as result of any activity including consumption of alcohol or other intoxicating substances, engaged in by an such person while using the facility. In the event any action or proceeding is brought against the Management Company or the Savannah Community Association, their respective officers, directors, shareholders, agents, members, successors, or assigns by reason of any such claim, resident(s) covenants and agrees to pay all costs of defense of such action or proceeding by council satisfactory to the Management Company and the Savannah Community Association.
All Prices are subject to change.

Signature: _____ Date: _____

HOA Staff Member Signature: _____ Date: _____

Savannah Management Signature: _____ Date: _____

**In the event of an emergency during your event, please contact 911.
For non-emergencies please contact FirstService Customer Care Center at 877-378-2388**