

Harborview at Cheswicke Homeowner Association Clubhouse Event Room Booking Policy

There is no longer a fee (just a deposit) for residents to use the clubhouse for personal events; however, your event must still be booked in advance – five business days prior to event. (Maximum Occupancy 25 - Limit 4 Hour Events)

In order to reserve the clubhouse for an event please call Synergy Real Estate Group, Inc at 615-425-2168 (Dawn, Israel or Katrina) to see if your date is available. The deposit is \$100. Make checks payable to: Harborview at Cheswicke HOA and mail or deliver (with this form) to:

Synergy Real Estate Group, Inc.,
179 Belle Forest Cir, Suite 302
Nashville, TN 37221
ATTN: Harborview at Cheswicke HOA

The deposit will be returned if the clubhouse is found to be in acceptable order after the rental. The checks and clubhouse form must be received at least five business days prior to the date of the function.

- Close to the date of your event a board member will be in touch with you to provide you access to the Clubhouse.
- The rental includes the event room in the clubhouse with use of the restrooms. This does not include the pool, the hallway, the parking lot (except for parking). Please don't gather in these areas as they're for all resident use.
- Pool users may enter the clubhouse hallway to use the restrooms during your event.
- The clubhouse closes at 10 PM.
- There is no smoking allowed in the clubhouse or pool area. Please provide ashtrays for your guests to smoke outside and dispose of the contents, appropriately.
- Renter must remove trash when the event is over. If there is excessive trash, please do not overload the clubhouse trash bins; take it with you.
- Leave large trash receptacles outside. Failure to do so shall result in the cost to remove the trash to be deducted from the deposit.
- You must clean up after your party and leave it as it was found or better.
- You will be held financially responsible if anyone in your party or anyone who your party lets in causes damage.

Your \$100 deposit will be returned after a Board member has determined that:

- The clubhouse (bathrooms, kitchen incl. fridge & microwave, party room, tables, chairs and floors) is delivered in clean condition and everything that belongs in the clubhouse is still in the clubhouse.
- All furniture is in the same condition as it was prior to the event.
- All trash and anything that does not belong in the clubhouse has been taken out of the clubhouse/pool area.
- All doors to the party room are locked.

Please see next page →

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**I have read and understand all of the above. Please fill in the information below, sign and date.
Thank you.:**

Date: _____

Print Name: _____

Signature of Responsible Party: _____

Email: _____

Phone: _____

Homeowner's Property Address (In Harborview):

Date of Event: _____

Time of Event: __: __ till __: __.