



Woodbine Station Clubhouse—Reservation Agreement

In consideration for Woodbine Station Association (WSA) granting me use of the Clubhouse and equipment and furnishings,

I, (name) _____ agree as follows:

1. I agree to reserve the Clubhouse for the following times and under the following terms and conditions:

(Day, Date) _____ from _____ o'clock to _____ o'clock.

I am reserving the Clubhouse for the purpose of (type of event) _____ which will be attended by **not more than** _____ **people.**

I would like to gain access to the Clubhouse at _____ o'clock on the day of my rental.

2. The event will be held in the Clubhouse on the date above. I understand that I must be current with my dues at the time of my rental. I also understand that use of the Clubhouse outside of the times for which it has been reserved will constitute a breach of this Agreement and will result in forfeiture of my security deposit.

3. I agree to pay a non-refundable usage fee of \$ _____, which is due and payable with the return of this agreement, after the agreement has been executed by an authorized Board Representative. I further agree to pay a refundable deposit of \$250, which is due and payable with the return of this agreement. I further agree if either of these fees has not been paid by its respective due date, that my reservation will be canceled. I further understand that the refundable deposit will be used to pay for cleaning costs, loss of key or any damages resulting to the Clubhouse, its contents, or any position of the property from any actions of persons present at, or attending, or in any other way related to my function. If the cost of repairs exceeds the amount of my deposit, I agree to pay the Association Board the full cost of all repairs within ten (10) days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees and expenses incurred by WSA as a result of the use of the Clubhouse under this agreement shall be considered as assessment and constitute a lien against my property and shall be fully collectable as such as provided by WSA Declaration and by-laws.

4. I assume all responsibility, risks, liabilities and hazards incidental to the activities applied for (including, but not limited to, the serving of alcoholic beverages (see Clubhouse Rules for complete details)). I hereby release and forever discharge WSA, its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability for personal injury or death and damage to or destruction of property arising from my use of the Clubhouse and its appurtenances.

5. I agree to indemnify and hold harmless WSA, its officers, directors, employees, agents and members, past, present and future, from any and all claims, costs, causes of action and liability (including, but not limited to attorneys fees) for any injury to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees or any member of WSA or any other person which may arise from or are in any way related to the above activity, whether or not caused by WSA's negligence.

6. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with WSA's Declarations, by-laws and Rules and Regulations. I acknowledge that violation thereof by any person present at, attending, or in any other way related to my functions may, at the sole discretion of WSA officers, result in forfeiture of my deposit and/or immediate termination of my function. If I am not in attendance for the event, I understand that my function will result in immediate termination of my event and forfeiture of my deposit and my Clubhouse privileges will be revoked.

7. I understand that I am being granted exclusive use of the Clubhouse for the time period described above subject to the right herein reserved by WSA to enter the Clubhouse and terminate my use thereof should conduct of any person or persons using the Clubhouse endanger the health, safety or well-being of any person, constitute a threat of any property or violate any of the Association Rules and Regulations.

8. I am a Woodbine Member and will be in attendance for the duration of my event. I hereby agree and represent that the Clubhouse will be used for lawful purposes only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to use the Clubhouse under this Agreement shall be terminated and WSA shall have the right to take possession of the Clubhouse and instruct my guests to leave the property.

9. In the event I cancel my reservation prior to seventy-two (72) hours before my reservation date, the usage fee and security deposit will be refunded in full. In the event I cancel after this time period, a charge of \$50 will be incurred, and if necessary to secure that fee, a portion may be subtracted from my security deposit.

10. I agree to clean the Clubhouse after use and return all furnishings and equipment to their original places. I further agree to follow any established Clubhouse Checklists or rules for returning the Clubhouse back to its original state. Finally, I understand that all clean up must be complete within four (4) hours after the end of my function or additional fees will be subtracted from my deposit equal to one (1) day usage fee for each additional four(4) hours (or part thereof) past the scheduled end of my event.

11. I agree that the key and security codes are my responsibility and any loss or misuse will result in fines or loss of privileges as outlined in the Clubhouse Rules and Regulations. Keys should never be left unattended.

12. I agree to not allow access to the pool or pool deck during the event. Access to the pool can only be allowed via prior agreement with the Board and/or the Pool Coordinator. Any access during this event by persons in attendance will result in forfeiture of the deposit and/or immediate termination at WSA's discretion. No one will be permitted to be in the pool, on the deck, or in the pool area when a lifeguard is NOT on duty. Anyone found to be in violation of this rule will lose their Clubhouse privileges for a period of six months and will have to pay WSA a \$250 fine. Subsequent violations

of this rule by the same individuals will have the same penalties and be referred to the Board of Directors for further action.

13. Subject to those deductions provided in this agreement, the refundable deposit will be refunded in full after an authorized Board Representative has completed a walk-through, within 24 hours after check-out of your event. You may also elect to have your deposit check shredded.

14. I understand that my reservation of the Clubhouse on the aforementioned date will not be confirmed until such time as the Board has executed this Agreement.

15. I have carefully read and understand this form, the Clubhouse Reservation Agreement, The Clubhouse Rules and Regulations and any other attached rules or checklists and agree to be bound by all of terms.

Please make and keep a copy of this Agreement for your records and reference concerning walk-throughs and other matters.

Name: _____

Woodbine Address: _____

Email: _____

Cell Phone: _____ Home Phone: _____

Signature: _____ Date: _____

Checks must be homeowner's personal check or a previously approved corporate check.
Third party checks will not be accepted.

Return signed form and checks payable to "Woodbine Homeowners Association" in an envelope to WSA- P.O. Box 669126-Marietta, GA 30066

Check In: You will be contacted by an authorized Board Representative with in ONE (1) day of your event to schedule a key and walk-through. Walk-throughs are held on the day of the event, or in some case, the evening before. **They are done in person and both parties must be present.**

Check-Out: Check-out is conducted at the end of the event, or at the latest, the following day. The homeowner does not need to be present at check-out.

FOR ASSOCIATION USE ONLY:

Received Application _____ Board Review _____

Agreed to and accepted by _____

Deposit Check Number and Amount _____

Rental Check Number and Amount _____