


## Reservation Information

This agreement is for the Sterling Estates Clubhouse only and does not include the pool or pool area. Use of the pool or pool area during a clubhouse function will result in the loss of both pool and clubhouse privileges.

Rental Fee: $175.00 (non-refundable)
Security Deposit: $200.00 (refundable)
Reservation Hours: 8:00 a.m. – 10:00 p.m. (includes setup and cleanup)

Return the signed agreement, security deposit, and rental fee to:
Hinson Management, Inc.
P.O. Box 160207
Boiling Springs, SC 29316

## Eligibility

- Only Sterling Estates homeowners in good standing may reserve the clubhouse.
- Association assessments must be current.
- The homeowner or responsible tenant must remain present during the entire event.

## Key Pickup

You will receive a code from Hinson Management before your event. Do not enter the clubhouse before your reservation time begins (even to decorate).

# Clubhouse Rules

- Maximum occupancy: 50 people.
- There are 24 parking spaces. Do not park on the grass or street or block traffic. Parking violations could result in loss of deposit and future clubhouse privileges.
- Do not place tables or equipment on the grass.
- Inflatables, such as bounce houses, are not allowed.
- No use of the pool or pool area during your reservation.
- Bathing suits are not permitted in the clubhouse.
- No firearms are permitted in the clubhouse.
- Keep music and noise at a reasonable level. No excessive noise or unruly behavior.
- Grills are permitted only in the parking lot, never under covered porches or in the pool area.
- Do not use tacks or staples in the wood or walls. Please use removable tape only.
- Remove all decorations after the event, including balloons
- Take your trash with you and dispose in your own trash containers. Do not use the trash carts at the pool.

# Cleaning Checklist

Before leaving the clubhouse, please complete the following:

☐ Turn off all interior lights (exterior lights are automatic).

☐ Remove all trash and replace liners (do not place in pool trash carts).

☐ Rinse trash cans if necessary.

☐ Vacuum cleaner may be used on the floor.

☐ Sweep and mop kitchen and bathrooms and main room.

☐ Clean bathrooms, mirrors, sinks, and toilets.

☐ Clean stove and microwave if used.

☐ Clean refrigerator completely, including ice.

☐ Clean glass tables and countertops, including wall behind countertops.

☐ Wipe fingerprints from windows and doors.

☐ Remove all food and personal belongings.

☐ Remove all decorations, including balloons. Be sure to remove any decorations placed outside clubhouse as well.

☐ Any spills on furniture must be professionally cleaned

☐ Leave both thermostats set on 80 degrees (air conditioning) in warm weather and 62 degrees (heat) in the winter. One is located in the hallway near the men's restroom, the other is past the ladies restroom.

☐ Cleaning Supplies are located under kitchen sink

**Please leave the clubhouse in the same clean condition in which you found it. We recommend taking photos before and after the event.**

# Damage Responsibility & Agreement

## Security Deposit

The clubhouse will be inspected after your event. If damage has occurred or additional cleaning is required, all or part of the security deposit may be retained. If repair or cleaning costs exceed the deposit, the homeowner is responsible for the remaining balance. Failure to return the key as instructed may result in forfeiture of the security deposit.

## Acknowledgement

Homeowner Name: _____

Property Address: _____

Phone Number: _____

Email: _____

Type of Event: _____

Reservation Date: _____

Reservation Time: _____

Homeowner Signature: _____

Date: _____

I have read and agree to abide by the Sterling Estates Clubhouse Rental Agreement. I understand that I am responsible for my guests, any damages occurring during my reservation, and compliance with all Association rules.