

When Renting the Olde Raleigh Clubhouse...

EFFECTIVE JUNE 3, 2003, THERE IS A \$35.00 RENTAL FEE FOR THE USE OF THE CLUBHOUSE.

NO temporary gate code signs or decorations may be affixed to ANY gate or keypad.

(If you request a temporary gate code please provide to your guests prior to your event.)

The following cleaning procedures must be followed after the rental of the clubhouse. Failure to follow these cleaning procedures will result in the forfeiture of some or all of your \$100.00 deposit. Additional damages to the clubhouse will be billed to the person in charge of renting the clubhouse.

General rules for cleaning all areas of clubhouse.

Upon exiting the clubhouse thermostat should be set to the following settings:

Fall and Winter -60 degrees, Spring and Summer -80 degrees

NOTHING should be stuck to the walls or wallpaper in any room including tape, pins, push-pins etc.

All Garbage should be bagged and placed outside the gate at the rear of the clubhouse.

Wipe all tables and counter space. Wipe folding chairs and tables if used and return to the storage room area.

Cleaning supplies are located in the storage room. The key for the storage room is in the lockbox. The code is 2580 and is located on the column in front of the clubhouse door.

Ensure that all lights and fans are turned off, **doors are locked from the interior** and all furniture is left in a neat manner.

General rules for cleaning the clubhouse:

Sweep and mop the floor when necessary.

Wipe down sink and counter top.

Clean tabletops.

Wipe windows or doors when necessary.

Portions or all of your deposit may be retained if the above cleaning is not performed and/or the doors are not locked. If additional cleaning is necessary the cleaning crew will be paid out of your deposit. Arrangements should be made prior to your rental if you would like to hire the cleaning service to clean after your event.

Please return forms and checks to:

PPM, Inc.
6739 Falls of Neuse Road
Raleigh, NC 27615

OLDE RALEIGH HOMEOWNER' S ASSOCIATION

HOST LIQUOR LIABILITY AGREEMENT

The undersigned hereby agrees to accept HOST LIQUOR Liability responsibility for (activity) held on _____ between the hours of _____ and _____ to hold Olde Raleigh Homeowner' s Association, Inc. harmless.

Signature: _____

Date: _____