



Reflections Owners Association

2 Stoney Creek Road*Columbia, South Carolina 29209*(803)776-5795

Clubhouse Rental Agreement

Date: _____

Renter's Name: _____

Address: _____

ROA Homeowner? Yes _____ No _____

Phone: _____ Email: _____

Owner/Sponsor: _____ Address: _____

Phone: _____ Email: _____

Type of Event: _____ Number of Guests: _____ (Not to exceed 100)

Date of Function: _____ Start Time: _____ End: _____

All Day Booking Request (7am-11pm) ___ Yes _____ No

Valid State Issued ID Provided? ___ Yes _____ No

Please note - the swimming pool is NOT included in clubhouse rental

Additional arrangements will be needed for use of the piano

No Fishing Allowed

The pool and parking areas must remain available for use by ROA homeowners. No event guest may interfere.

Any violation of the rules and conditions of this agreement will lead to the forfeiture of your security deposit. ROA reserves the right to intervene and end any event that appears to be in violation of this agreement.

Rules

1. The event shall be monitored by the sponsor who shall be held responsible whether present at the event or not. The renter shall be on the premises during the entire function to ensure the safety of all attendees as well as the protection of ROA property.
2. ROA reserves the right to request a list of non-resident attendees.
3. Parking is limited to paved parking areas only. No parking is allowed on the roadways or on clubhouse grounds.
4. Cooking or frying with oil, grease, or any other substance that may release contaminated vapor is strictly prohibited. This is by order of the Richland County Fire Marshall.
5. The clubhouse and grounds surrounding are no smoking areas. This must be strictly enforced. Smoking is allowed in the parking areas only.
6. Possession and consumption of alcoholic beverages must always follow South Carolina state law. The possession and/or consumption of alcoholic beverages by anyone under the age of 21 is strictly prohibited.
7. Security cameras must not be blocked or obstructed in any manor at any time.
8. All events must end by 11 pm. No one is allowed to remain in the clubhouse or on the grounds after midnight.
9. All personal belongings, food, drinks, party decorations and supplies must be removed. Kitchen appliances, cookware, dinnerware, utensils, counter tops and floor must be as they were prior to your event.
10. ROA will not be responsible for damaged, lost or stolen items or anything left behind.
11. If rearranged, all furniture must be returned to its original position. All folding chairs and utility tables must be returned to storage.
12. Floors must be swept and cleaned.
13. The parking areas must be cleared of litter and debris.
14. Decorations/banners/balloon, etc may NOT be nailed into any surfaces.

Pack it In – Pack it Out

You must take your trash with you. We do not have staff to clean up after your event. If the clubhouse is not as clean and orderly afterwards your security deposit will be forfeited.

Any violation of the rules and conditions of this agreement will lead to the forfeiture of your security deposit.

I understand that I am being granted exclusive use of the clubhouse and deck only. The swimming pool and parking areas will remain available for use by ROA homeowners.

Renter Signature _____ Date _____

Owner/Sponsor Signature _____ Date _____

Application Approved by:

Board Member _____

Date _____

Payment

A security deposit is required. If a follow-up inspection reveals no damage or violations of the rental agreement, the deposit will be returned via mailed check within 30 days after your event. A check will be mailed to the address provided on this application unless the renter provides an alternate mailing address. If the renter is a nonresident of Reflections, a valid state issued ID will be required for copy at the time that fees are paid, and the rental agreement is signed.

All rentals must be coordinated with the Community Manager at the Reflections Owners Association Office. The rental agreement must be signed at the time that the deposit and rental fee are collected. Fees and agreement must be handled within 30 days of the event. If your event is canceled less than 48 hours prior, your deposit will be refunded, but the rental fee will not be refunded due to the loss of potential other rentals that would have been denied due to your booking.

Rental and deposit fee should be assigned to different checks. One check for both fees will not be accepted. Both checks will be deposited within 48 hours of being received by Reflections. If a bad check is made, the event will be canceled, the holder of the check will not be allowed to make further reservations for the Clubhouse, and the \$35 return fee will be charged. If the return check fee is unable to be collected, it will be referred to the Solicitor's Worthless Check Unit.

ROA homeowners can submit payment through their CAMs portal. The deposit fee and rental fee will be added to your ledger at the time of reservation. Fees and rental agreements must be handled within 30 days of the event.

Fees

A gate entry code will be assigned specifically for your event. The Community Manager will email you no later than one week prior to your reservation to provide your event code and the keyless entry code to the clubhouse door. If you need your event code in advance for invitations, please submit this request to the Community Manager via email at reflections@columbia@gmail.com

No more than 100 guests are permitted to attend any rental event. ROA reserves the right to cancel an event in situ if found that renters are violating any policy contained in this document or the Clubhouse Rental Rules.

ROA Owner Fees:

Security Deposit: \$500

Rental Fee:

1 to 10 guests: No rental fee

11 to 50 guests: \$200

51 to 100 guests: \$400

Non-owner Fees:

This fee structure is dependent on the type of event, number of guests and hours of the event. Each application will be reviewed and assessed the appropriate deposit amount and rental fee based on the above criteria.

Security Deposit: \$800

With piano: \$900

Rental Fees:

1 to 50 Guests: \$500

51 to 100 Guests: \$800

Lower patio:

A separate rental agreement must be in place for exclusive use of the lower-level patio area.

Security deposit: \$150.00 Rental fee: \$50.00