

Hampton Cay Clubhouse Rental Application

Name of Applicant: _____

Address: _____

Phone: _____ Secondary Phone: _____

Email address: _____

Date of Function: _____

Number of Hours: () 4 hours or less, including setup and take down

() More than 4 hours, including setup and take down

Time: From (setup): ____:____ am/pm until (take down): ____:____ am/pm

Type of Function: _____

Number of Guests (maximum allowed is 50): _____

Will food be served at this function? (Circle one) YES or NO. If yes, please describe:

Will drinks be served at this function? (Circle one) YES or NO. If yes, please describe:

(NOTE: if alcohol is to be served, please describe type, such as wine, beer, etc.)

COSTS AND DEPOSITS:

NON-REFUNDABLE RENTAL FEE FOR USE OF THE CLUBHOUSE:

() \$100.00 for 4 hours or less,

() \$200.00 for more than 4 hours

SECURITY DEPOSIT:

Refundable after post walk through

() \$350.00 for functions without food and alcohol

() \$500.00 for functions with food and alcohol

Hampton Cay Clubhouse Rental Rules

1. You must be a resident of Hampton Cay to rent the clubhouse for a private event.
2. Rental of the clubhouse is for inside the clubhouse only. Events should not interfere with other residents' use of the pool, pool deck, gym and patio area outside the clubhouse.
3. There is a Pre & Post walk through with your Clubhouse Committee Member.
4. Tablecloths must be provided by the renter for the tables. This includes the pool table if using it for food set up.
5. The clubhouse is to be cleaned during take down & is the responsibility of the renter. If additional cleaning service is needed it will be taken out of the security deposit.
6. Decorations may be used, however no tape, staples or other items that can damage the walls or windows.
7. Please do not prop the doors open. The doors must be locked once the event has ended.
8. No pets or animals for entertainment allowed in the clubhouse.
9. The air conditioner is programmed to 72 degrees. If you anticipate a need for a lower or higher temperature during the event, please discuss this during the pre-walk through with the Clubhouse Committee Member.

A PRIVATE EVENT SIGN WILL BE POSTED AT THE DOOR

I AGREE TO THE TERMS AS STATED ABOVE:

Signature of Homeowner

Date

Printed Name of Homeowner

Signature of Committee Member

Date

Printed Name of Committee Member

Page 2
Hampton Cay Rental Agreement
Revised 05/11/23

May 8, 2023

CLUB HOUSE CHECK LIST FOR HOMEOWNERS WHO RENT THE CLUBHOUSE

MAIN ROOM

POOL TABLE – USE IT AS A POOL TABLE yes or no

POOL TABLE- USE TO SERVE FOOD ON- MUST HAVE PLYWOOD INSERT PLACED ON TOP OF POOL TABLE. THE HOMEOWNER MUST PROVIDE A TABLECLOTH OR PLASTIC COVERING FOR COVERING THE PLYWOOD. Yes or No

PLEASE NOTE THE POOL TABLE CANNOT BE MOVED. IT MUST STAY IN THE SAME PLACE IN THE ROOM.

IF YOU NEED A COOLER ROOM, PLEASE LET US KNOW ASAP (BEFORE THE PARTY)

THERE IS NO MUSIC YOU MUST SUPPLY YOUR OWN MUSIC AND SPEAKERS FOR STREAMING OR USE THE TV

TV CAN BE USED FOR MUSIC

KITCHEN

REFRIGERATOR AND FREEZER CAN BE USED.

YOU MUST BRING PLASTIC GARBAGE BAGS AS WELL AS YOUR OWN PAPER PRODUCTS YOU WILL BE USING, PLASTIC CUPS, PLATES, UTILISILS, NAPKINS.

BAR AREA

SERVING DISH AND ICE BUCKET CAN BE USED. PLEASE WIPE AND CLEAN AFTER YOUR USE.

DOORS SHOULD NOT BE PRIED OPEN

BATHROOM CODES GIVEN TO GUESTS

MENS 1002

WOMENS 2001

GATE ACCESS INFORMATION FOR PARTIES

PLEASE NOTE ANY ISSUES:

Homeowners signature: _____

Club house committee member that conducted the review with homeowner:
