

Nothbay Bayview Clubhouse Rental Conditions

- 1. Only a member in good standing of the Northbay Homeowner's Association may rent the clubhouse. Good standing is defined as being current with all financial or other obligations due to the association both at the time the reservations are made and at the time of the event. All events require reserving and renting of the clubhouse. Reservations for rentals shall be made with the management agent, Angie Robinson 601-605-8380. The member renting the clubhouse must be present during the entire event.**
- 2. A rental shall not be confirmed until the rental fee and deposit is received by the managing agency. The rental fee shall be \$160. The security deposit shall be \$200.**
- 3. The member is fully responsible for the ordinary cleaning of the clubhouse and grounds area. The managing agency shall, following the event, inspect for cleanliness, damage or excessive wear to determine whether to not the security deposit be retained. Any retention of a security deposit in whole or part shall require that the member be notified by letter within five (5) working days following the event. The member shall be liable for all damages of whatsoever in nature that exceeds in \$200 security deposit.**
- 4. Exceptions to the rental fee include only functions or events that have been approved by the association board and a security deposit is current with the managing agency.**
- 5. The clubhouse must be vacated and locked by 12:00 midnight, without any exception.**
- 6. Keys for the clubhouse may be picked up from the managing agency. Keys may be obtained no earlier than the day preceding the event and must be returned no later than the first business day following the event. Keys not returned shall result in the forfeiture of deposit. The rental is for one day (8 am to Midnight) and access is only granted on the day of the event.**
- 7. The maximum allowable occupancy for the clubhouse facility is 75. Strict adherence to this policy is required. Events of greater than 50 guests shall require a security guard. No parking is allowed on the grass.**
- 8. No activity or event shall be advertised or publicized in any manner to solicit attendance by the general public. No admission may be charged.**
- 9. Noise/ music must be kept within the clubhouse. Fireworks are prohibited. Complaints by the residents may result in termination of the event by the managing agency. Any breach or activity, which results in termination, shall be deemed to breach the conditions of rental by the member and result in forfeiture of the deposit.**
- 10. Birdseed, rice, glitter, confetti, etc. are prohibited in the clubhouse, tennis courts, and pool area. All balloons shall be removed from the premises completely. Any of the above described used outside of the clubhouse shall be cleaned up.**
- 11. Tape or staples are prohibited on the ceilings, walls, and outside railings of the clubhouse. No pictures or decorations may be hung within the clubhouse without authorization from the managing agency.**
- 12. Furniture may be moved carefully inside the clubhouse but must be returned to its original position.**

13. The member shall be responsible for all actions of persons in attendance. Any breach by the responsible member or guest of any item set forth may result in forfeiture of the security deposit, the imposition of liability, and/or denial of future use of any Northbay facility.
14. The association reserves the right to refuse to rent the clubhouse or any other Northbay facility for any purpose it deems to be detrimental to or against the best interest of the association members. Further, the association reserves the right to refuse rental of the facilities on any dates and at any time it deems inappropriate, inconvenient, or otherwise unsuitable for rental.
15. Any member delinquent with association obligation of any kind or manner loses all privileges associated with Northbay Property Owners Association, Inc., to include using the facilities such as the pool, tennis courts, or clubhouse.
16. The member is responsible for the routine cleaning of the clubhouse and grounds.
Requirements are as follows:
 - A. Floors must be broom cleaned by 8:00 AM the day after the event.
 - B. Counter tops and tables wiped.
 - C. Kitchen must be broom cleaned, and includes removing all food and turning off all appliances.
 - D. Restrooms must be cleaned.
 - E. Flowers, decorations, etc. must be removed from premises.
 - F. All trash both inside and outside must be collected and placed in properly sealed trash bags and removed from the premises.
 - G. Heating and cooling units must be turned to designed temperatures.
 - H. Doors and windows must be locked and lights turned off, both doors leading into the clubhouse from the restroom, as well as kitchen door must be closed.
 - I. Any items brought to the clubhouse must be removed no later than 8:00 AM the day after the event.
17. Rental of the clubhouse does NOT include the use of the pool and pool facilities. No tables, chairs, or decorations may be placed outside of the clubhouse.

Northbay Property Owners Association
PO Box 1305
Ridgeland, MS 39158

The Bayclub of Northbay Application for Reservation

The Bayclub is available for rental only by members of the Northbay Property Owners Association who are current on all assessments. Rental of the clubhouse does not include the pool or pool area or the tennis courts.

Please answer all questions:

NAME: _____

ADDRESS: _____

PHONE (Home) _____ Work _____

Facility Requested For:

(a) DATE: _____ TIME: From _____ to _____

(b) TYPE OF EVENT: _____

(c) NUMBER OF GUESTS: _____ (Maximum 75 Guests)

FEES: \$160 Rental Fee

PLUS: \$200 Security Deposit

Write TWO SEPARATE checks payable to Northbay Property Owners Association and return to the above address.

THE RESIDENT RESERVING THE FACILITY ACKNOWLEDGES RECEIPT OF A COPY OF POLICIES REGARDING USE; AGREES TO BE RESPONSIBLE FOR ACCURACY OF HOURS OF USE AND NUMBER OF GUESTS; AND ACKNOWLEDGES RESPONSIBILITY FOR PROPER CARE OF THE FACILITIES. FUTUREMORE, MEMBER AGREES TO BE LEGALLY BOUND BY SUCH TERMS AND CONDITIONS.

(Member Signature)

(Date)

Office Use:

Fee: _____

Received: _____

Deposit: _____

Received: _____ Returned: _____

Key: _____

Received: _____ Returned: _____

Keep \$ _____ of deposit because _____