



Powder Horn Mountain Clubhouse Private Use Policy (01/19/2019)

Property owners in good standing and their families may rent the Powder Horn Mountain Clubhouse for private events. Private events are those attended by invitation only and not open to every Powder Horn resident. This policy considers long term renters as owners. Weekly/daily renters (short term renters) are not considered as owners.

The clubhouse event calendar is maintained by the PHM office. Requests for the use of the Clubhouse for private functions by any individual or group must be submitted to the POA Office to avoid conflicts with other scheduled activities and events. The Operations Manager has the discretionary authority to determine whether an event shall be booked and if additional fees may apply.

Small Group Events are events with 25 or less attendees lasting 6 hours or less, including set-up and clean-up. Large Group Events are events with 26 – 150 attendees lasting up to 10 hours, including set-up and clean-up. Due to fire codes, groups with over 150 attendees cannot be accommodated.

Terms and Conditions for Use of the Clubhouse

- The Clubhouse key must be picked up and returned to the PHM office or gatehouse at the time of the event.
- If alcoholic beverages will be served, the user is responsible for obtaining all required ABC permits and following all applicable laws of Watauga County and North Carolina. The user must provide the POA Office with a copy of the ABC permit prior to the event date.
- The Clubhouse must be left in the same or better condition after use including:
 - o All personal items and all food items removed from any rooms used.
 - o All furniture in its original position.
 - o Counter tops and tables wiped clean.
 - o Floor swept to remove trash and crumbs.
 - o All trash bagged and placed in trash receptacles located outside of the Clubhouse. Trash can tops tightly secured with no loose trash inside or outside of clubhouse.
 - o All appliances turned off. Kitchen doors locked (if used).
 - o All exterior doors closed and locked.
- Please NOTE: User will be held responsible for any damage or vandalism that may occur due to negligence of User not properly locking the Clubhouse.
- Events requiring ingress after the gate closing time of 5:30 PM Monday – Saturday or anytime Sunday will require an additional fee for gatehouse staffing. See below for Gatehouse Security Fee.
- All events are expected to be over and the clubhouse exited by midnight.
- A Refundable Security Deposit is required for all event bookings. This Deposit will be refunded within 15 days if there are no signs of damage due to negligence. If the cost of damages due to negligence exceeds the deposit, the event sponsor’s Powder Horn Mountain account will be assessed the difference. See below for Security Deposit Fee.
- Payment in full of Refundable Security Deposit and applicable Usage Fee(s) is due 14 days prior to the event date. Failure to pay by this date will result in forfeiture of reservation.

Clubhouse Usage Fees (fees are per day)

	<u>Small Groups (25 or less)</u>	<u>Large Groups (26 – 150)</u>
Clubhouse Facility	\$ 100.00	\$ 600.00
Kitchen Usage	\$ 100.00	\$ 150.00
Gatehouse Security Fee	\$ 22.50/hr (\$45.00 minimum)	\$ 22.50/hr (\$45.00 minimum)
Refundable Security Deposit	\$ 100.00	\$ 250.00

If you agree to the previous terms and conditions, please complete the **Agreement for Use of Powder Horn Mountain Clubhouse Facilities** (below) and **Powder Horn Mountain Clubhouse User Informed Consent and Waiver** and return to the POA office. Your reservation is not considered valid until these documents are received and reviewed. Once information is confirmed and a POA Signature attached, you will receive a copy of this Agreement as your Reservation Confirmation.

Agreement for Use of Powder Horn Mountain Clubhouse Facilities

This Agreement, made and entered into as of the _____ day of _____, 20____ by and between the Powder Horn Mountain POA, Inc. (“Agent”) and _____ (“User”).

Agent agrees to allow User the limited use of the Powder Horn Mountain Clubhouse for the time period specified below upon the following terms and conditions and per the attached Clubhouse Private Use Policy.

1. User shall be allowed to use the facility only during the hours of _____ through _____ on the _____ day of _____, 20____.
2. User shall use the facility solely for the purpose of:

3. The User, for himself and his guests and agents, agrees to use the facility in a lawful and orderly manner without creating a nuisance to any other parties. Further, User shall keep and maintain the facility in good order and shall be responsible for any damage to the facility incurred during or in connection with its use. Immediately after use, User shall straighten and restore the facility per the **Terms and Conditions for Use of the Clubhouse**.
4. In order to secure the performance by User of all terms and conditions of this Agreement, User shall deposit with Agent a security deposit of \$100.00 (small group) or 250.00 (large group), due 14 days prior to event date. Said security deposit shall be refunded by Agent to User within 15 days if Agent determines that all terms and conditions have been complied with.
5. Additional rent (non-refundable and based on the attached “Clubhouse Usage Fees”) of \$_____ is due 14 days prior to the event. Failure to submit payment by the deadline will make Clubhouse reservation null and void.

User shall indemnify and hold harmless the Agent, its officers and employees for any and all liability loss, cost, damage or expense, including without limitation any reasonable attorneys’ fees, arising out of or in any manner connected with the use of the facility by the User, whether caused by User’s acts, negligence or otherwise. User further agrees to the terms of the **Powder Horn Mountain Clubhouse User Informed Consent and Waiver** to be signed by the User at the same time as the signing of this agreement.

User Name(s)-Print: _____

User Signature(s): _____

User Address: _____

User Phone: _____ Email: _____

PHM POA Office Signature: _____ Date: _____