



RULES FOR CANNONSGATE MANOR HOUSE RENTAL

Class "A" Standard Rental for Lot & Homeowners

1. The Manor House may only be rented by "Lot Owners" for their own and immediate family members' personal use. The Manor House may not be reserved for any individual or agency. This would be considered subleasing, which is not allowed. Such actions will result in loss of security deposit and suspension of Manor House use.
2. Any function with more than 25 people in attendance shall have a minimum of one security guard on site for the entire event and this security guard shall be paid by Lot Owner renting Manor House.
3. Two separate checks will be made out to **Cannonsgate, HOA** upon renting the Manor House: One check for the Nonrefundable Administration charge in the amount of **\$250.00 for an event with 25 or less people in attendance or \$710 for an event with more than 26+ people in attendance**, and the Second check in the amount of **\$1000.00 for the refundable security deposit**, which will be fully refunded to the reserving Owner if no damages or cleaning are reported after the post event inspection has been completed. If any special /extra cleaning is required, the cost of this cleaning will be withheld from the security deposit. Should there be damages in excess of the Security Deposit then any excess costs will be assessed to that Lot Owner. An Owner with multiple Lots shall have the extra charges assessed on the account of the Lot that is considered the most improved Lot.
4. No one under the age of 18 is allowed in the Manor House unless accompanied by an adult Lot Owner.
5. No Smoking is allowed in the Manor House.
6. Lot Owners may not rent the Manor House for illegal, offensive, or commercial activities.
7. The Lot Owner reserving the Manor House must be present the entire duration of use for which Manor House is rented.
8. Manor House decorations may not be touched. Everything should be left as is. You may not put any tacks or tape on any portion of the Manor House.
9. Do not put any thumb tacks or tape on any portion of the Manor House.
10. Access to the Manor House must be arranged with CAMS and that access shall begin no more than 24 hours before event and shall expire at 12:00 noon the day after the event. Access Card(s) shall be returned to the CAMS office within 48 hours of rental.
11. At the end of the function, all lights must be turned off, all doors locked, as well as all areas of Manor House must be cleaned including, sweeping of all floors and mopping all areas covered with Tile. Vacuuming all carpeted areas, cleaning all countertops in bathroom and kitchen as well as Fixtures. Removing all trash, decor and food from inside and outside of the Manor House. Lock all doors.


CANNONSGATE
At Bogue Sound

- 12. On Sunday thru Thursday Nights no outside speakers or noise will be allowed after 10:00pm. On Friday, Saturday, and Holiday Evenings, the same applies after 11:00 pm.

- 13. Lot Owner deposit check will be destroyed within 14 days of rental, provided no further cleaning and repairs are required.

- 14. Lot Owner agrees that the rental of the pool is not included in this agreement and that pool shall remain open for all lot owners during any rental event.

I AGREE TO ACCEPT FULL RESPONSIBILITY FOR THE MANOR HOUSE AND POOL FACILITY DURING MY USAGE PERIOD. IN THE EVENT OF ACCIDENT, INJURY, THEFT AND/OR PHYSICAL DAMAGE TO FACILITY OR UPON MYSELF OR MY GUEST(S), I(THE LOT OWNER) AGREE TO BE FULLY RESPONSIBLE FOR THE LIABILITY INSURANCE DEDUCTIBLE AND ANY OTHER FINANCIAL OBLIGATIONS ASSOCIATED WITH SUCH ACCIDENT, INJURY, THEFT AND/OR PHYSICAL DAMAGE IF THE LOSS EXCEEDS THE INSURANCE POLICY'S COVERAGE LIMITS.

Date

Lot Owner Signature Using Clubhouse

Deposit Received_____ Check Number_____

Rental Fee Received_____ Check Number_____

Inspected by:_____ on date:_____ Passed inspection? Yes No

Date Card Key Returned_____



Cannonsgate Manor House Rental Application

Name of Person Using Facility: _____

Contact Phone: _____ Contact Email: _____

Mailing Address: _____

Canonns gate Address: _____

Date Requested: _____ Lot Number(s): _____

Start Time for Setup: _____ Completion Time: _____

Approximate Number of Attendees: _____

Special Request/Needs:

Please mail this application with all required fees to:

CAMS

316 Commerce Ave

Suite C

Morehead City, NC 28557

Requested date will not be placed on calendar until this application and fees are received by CAMS.

You can check your reservation 7 days after mailing your application by logging into your registered account on the community website and viewing the calendar.