



Manor House

Clubhouse Rental Application

Owner Using Facility: _____

Contact Phone: _____ Contact Email: _____

Mailing Address: _____

Date Requested: _____ Lot Number(s): _____

Start Time for Setup: _____ Completion Time: _____

Approximate Number of Attendees: _____

Security Deposit: \$ _____ Check#: _____

Rental Fee: \$ _____ Check#: _____

Event Type:

Please mail this application with all required fees payable to Cannonsgate HOA:

CAMS

316- C Commerce Avenue

Morehead City, NC 28557

Email: csmorehead@camsmgt.com

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

You can your reserv by logging into your registered account on the community website and viewing the calendar.



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. Lot owner agrees that the rental of the pool is NOT included in this agreement and no pool furniture shall be moved. The pool shall remain open for all lot owners during any rental event.
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 **\$2,500.00** and the Second check in the amount of **\$1500.00 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, this 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 accessed 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.
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 at time of rental and shall expire at end of rental event. If access is needed to decorate a day before the rental agreement another day must be rented. 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. There will be no outside speakers allowed. On Sunday through Thursday Nights no outside 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 of \$1,500 will be deposited. Once the final inspection is complete the deposit will be reimbursed pending no repairs are required.

- 14. The security guard and cleaning after the event will be hired and set up by the Cannonsgate HOA.

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 _____