



**MANOR HOUSE RENTAL APPLICATION**

**RENTER INFORMATION**

Owner Name: \_\_\_\_\_  
Cannonsgate Address: \_\_\_\_\_  
Lot Number: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**EVENT INFORMATION**

Date of Event: \_\_\_\_\_  
Approximate Number of Guests: \_\_\_\_\_  
Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

- Different classes of rentals
  - \$2500 75 people or more
  - \$1200 up to 74 people
  - \$500 up to 50 people
  - \$250 up to 25 people
- Refundable Security Deposit \$1500
- Groups over 10 must pay and reserve manor house.
- Neighbors can have parties at the manor house free of charge if the entire neighborhood is invited.
- Residents cannot simply rent the pool; if residents are hosting a party at the pool, they will be considered as renting the manor house even if they are just using the pool; if residents are allowing guests to use the pool, they need to have a wrist band and coverage.
- Lifeguard will be necessary after a certain number of guests.

Event Details: \_\_\_\_\_  
\_\_\_\_\_

**Please email, fax, or mail this completed form to CCMC:**

E: [amy@ccmc-nc.com](mailto:amy@ccmc-nc.com) | F: 252.354.3750

**Cannonsgate c/o  
CCMC PO Box 5359  
Emerald Isle, NC 28594**

***Requested date(s) will not be reserved on the calendar until this application has Board approval and fees have been received by CAMS. You can review your reserved dates by logging into your registered account on the community website and viewing the calendar.***

[www.ccmc-nc.com](http://www.ccmc-nc.com)

PO Box 5359 Emerald Isle, NC 28594

P: 252.354.6333 | F: 252.354.3750 | E: amy@ccmc-nc.com



## **MANOR HOUSE POLICIES**

### *Class "A" Standard Rental for Lot & Homeowners*

- 1.** The Manor House is exclusively available for rental by "Lot Owners" for personal use by themselves and immediate family members only. Reservation for any individual or agency, constituting subleasing, is strictly prohibited. Violations will result in the forfeiture of the security deposit and suspension of Manor House privileges.
- 2.** The rental agreement does not include the pool, and no pool furniture may be moved. The pool remains open to all lot owners during any rental event. Residents cannot rent the pool separately; hosting a pool party is considered renting the Manor House. Guests using the pool must have wristbands, and a lifeguard is required after a specified number of guests.
- 3.** When renting the Manor House, two separate checks must be made out to Cannonsgate HOA: one for the nonrefundable administration charge and the second for the refundable security deposit. The security deposit will be fully refunded after a post-event inspection, excluding any costs for special or extra cleaning. Damages exceeding the security deposit will be assessed to the Lot Owner, with additional charges directed to the most improved Lot for owners with multiple lots.
- 4.** Individuals under the age of 18 are not permitted in the Manor House unless accompanied by an adult Lot Owner.
- 5.** Smoking is strictly prohibited within the Manor House.
- 6.** Manor House rental is not allowed for illegal, offensive, or commercial activities.
- 7.** The reserving Lot Owner must be present throughout the entire duration of the Manor House rental.
- 8.** Manor House decorations must not be altered; everything should be left as is.
- 9.** No thumb tacks or tape should be applied to any part of the Manor House.
- 10.** Access to the Manor House must be coordinated with CCMC, starting at the time of rental and expiring at the end of the event. Additional days for decorating require separate rental agreements. Access cards must be returned to the CCMC office (7901 Emerald Drive Suite 1 Emerald Isle, NC 28594) within 48 hours of the rental.
- 11.** At the conclusion of the event, all lights must be turned off, doors locked, and the entire Manor House cleaned, including sweeping, and mopping of floors, vacuuming carpeted areas, and cleaning all countertops and fixtures. Trash, decor, and food must be removed from both inside and outside the Manor House. All doors must be locked.
- 12.** Outside speakers are not permitted. Noise restrictions apply, with no outside noise allowed after 10:00pm (Sunday through Thursday) and 11:00pm (Friday, Saturday, and holidays).
- 13.** A \$1,500 deposit check from the Lot Owner will be held and reimbursed pending a final inspection without requiring repairs.
- 14.** Security guards and post-event cleaning will be arranged by Cannonsgate HOA.
- 15.** Groups exceeding 10 individuals must pay and reserve the Manor House.
- 16.** Neighbors may host parties at the manor house free of charge if inviting the entire neighborhood.



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.

Owner Signature: \_\_\_\_\_ Date: \_\_\_\_\_