

SHEFFIELD MANOR CLUBHOUSE RENTAL PROCEDURES AND POLICIES

Please read and initial where applicable

1. No phone-in reservations for clubhouse rentals. You may check availability with PPM but your deposit will serve as your confirmation.
2. A \$200.00 rental fee payable to Sheffield Manor holds your reservation. All cancellations will be assessed a \$100.00 cancellation fee.
3. **A \$250.00 security deposit will also be collected with the rental fee. Any refunds will be made after the post-rental inspection.** _____ initial
4. The \$200.00 rental fee includes cleaning. The clubhouse will be clean and in good condition before the event. **It does not, however, include hauling out trash and recyclable items, putting away tables and chairs and upholstery or carpet cleaning due to stains.** _____ initial
5. Upholstery and carpet stain removal products are available under the kitchen sink for your use at the clubhouse, if necessary. **You will be charged, however, if carpet cleaners are called in for any carpet or upholstery spot removal or cleaning. The minimum service charge is \$150.00.** _____ initial
6. The code to the front door and lock instructions will be emailed to you the week of your function. The code is valid for 24 hours on the date of your function. Please contact Jeanette Oliver at 919-846-2780 or email her at jaybrd1953@hotmail.com to arrange for a pre-inspection meeting at the Sheffield Manor Clubhouse. You will be required to go through a clubhouse pre- inspection and sign a contract.
7. All decorations and set-ups must be removed from the clubhouse the same day as your function. **Failure to remove event items and party set-ups the same day will result in an additional daily rental fee of \$100.00.** Your Sheffield Manor Clubhouse Representative will complete the post- rental assessment the morning following your function. Cleaning will be completed immediately following the inspection. _____ initial

8. The Sheffield Manor Clubhouse Committee and PPM reserve the right to expel any members and guests not conforming to the rules and regulations or causing undue commotion. Renters are reminded that the clubhouse is in a residential neighborhood. It is expected that all renters will treat the property with respect.

9. A post-rental report will be filled with PPM following an inspection, which will be made to determine if any unusual damage has occurred which requires additional attention. **I understand the \$250.00 security deposit will be refunded only after the property has been inspected and found to be in good order. It is also understood and agreed that any additional damage (not covered in the security deposit) done to the facilities, including furnishings and equipment therein (see inventory contract), is my responsibility and any cost resulting from such damage shall be paid by me. The refund, in whole or in part, is at the sole discretion of the Sheffield Manor Clubhouse Representative and will be mailed by PPM no later than ten business days after the rental period.** _____ initial

SHEFFIELD MANOR CLUBHOUSE RENTAL AGREEMENT RULES

Please read and initial where applicable

1. Rental of the Sheffield Manor Clubhouse is reserved exclusively for Sheffield Manor adult residents. The renting adult (i.e., current resident of Sheffield Manor) must be present for the duration of the function. No unsupervised teen-aged or children's functions are allowed.
2. **Garbage is to be bagged and placed outside the clubhouse in the trash carts. Any bottles or cans to be recycled need to go outside in the recycling cart.** _____ initial
3. If you utilize the folding tables and chairs, they must be wiped clean. **Tables and chairs must be returned to the storage area in the mens room. Chairs need to be folded and placed on the chair cart in the ladies room.** (See attached photos) _____ initial
4. **Failure to properly store tables and chairs and put out garbage as outlined above will result in a \$50.00 per hour (or any portion thereof) fee which will result in the forfeiture of some or all of your security deposit (i.e., these tasks are not part of the cleaning fee).** _____ initial
5. Nothing should be stuck to the walls or woodwork, including tape, pushpins or nails.
6. The burning of candles in the clubhouse or on the premises is prohibited.
7. Remove all food from the refrigerator.
8. Please return the thermostat to the following settings:
Fall and Winter - 60° Spring and Summer - 80°
9. Turn off all lights (including restrooms) and lock all doors.
10. Bathing suits are not permitted in the clubhouse.
11. The Sheffield Manor Clubhouse is a NON-SMOKING facility.

12. Loud noise is inappropriate. Please be aware that noise inside the clubhouse should not be heard outside the clubhouse and pool area at any time. Any DJ should perform within the confines of the clubhouse with closed doors.
13. The locked cabinets or items within are not for rental use. Any attempt to open the cabinets without the key, causing damage to the locks, will result in a fee that will be deducted from the security deposit.
14. **All furniture and accessories must be put back in original position. Failure to replace any moved clubhouse furniture or accessories will result in a minimum charge of \$50.00 per hour for repositioning.** (See attached photos) _____ initial
15. **All visible carpet or upholstery stains must be removed with stain removal products stored under the kitchen sink. Failure to clean up stains will result in either a minimum \$50.00 per hour charge for stain removal by a cleaning service or a minimum charge of \$150.00 if professional carpet/ upholstery cleaning services are required.** _____ initial
16. The use of confetti and/or glitter is prohibited and will result in the full forfeiture of the renter's security deposit if used.

SHEFFIELD MANOR CLUBHOUSE RENTAL AGREEMENT

I, the undersigned, understand and will comply with the terms and charges of the Sheffield Manor Rental Agreement as outlined above.

Renter's Name (Please Print) Rental Date

Renter's Signature Date

FOR PPM USE ONLY:

Date of Clubhouse rental: _____

Time of Clubhouse rental: _____

Type of Function: _____

PPM Representative Signature

REMARKS/ SPECIAL CONDITIONS:

Date Received: _____

POST-RENTAL INSPECTION FOR
SHEFFIELD MANOR CLUBHOUSE

Sheffield Resident:

Date of Rental:

Condition of clubhouse: () Excellent () Good () Fair () Poor

Were all of the following tasks completed by renter:

- () Removal of trash and/or recycling
 - () Tables returned to the Mens' room
 - () Chairs returned to the Ladies' Room
 - () Food removed from refrigerator
 - () All furniture and accessories returned to original position
- If yes to any of the above, how many hours required for tasks @\$50.00 per hour _____

Are carpet cleaning services required () Yes () No

Are any items damaged or missing () Yes () No

Item(s) missing _____

Item(s) damaged _____

Total deductions from \$250.00 security deposit _____

Clubhouse Representative

Signature _____

Renters

signature _____

Date _____

SHEFFIELD MANOR CLUBHOUSE INVENTORY

QTY	DESCRIPTION	PRICE
1	Table 70" X 48"	598.00
1	Pub Table	248.00
8	Bar Stools	8@228.00 1824.00
8	Arm Chairs	8@148.00 1184.00
1	Drawer Side Table 23x28x23	500.00
1	Side Table 25x25x23	500.00
1	4 Drawer Side Table 23x28x23	500.00
1	Window Table 50x18x28	500.00
1	Center Table 33x48x18	549.00
2	Deer Foot Side Chairs	2@599.00 1198.00
2	Leather Chairs	2@1198.00 2396.00
1	Ottoman	498.00
2	Sofa	2@1099.00 2198.00
2	Loveseat	2@1079.00 2158.00
4	Blue Pillows	4@54.00 216.00
4	Tan Pillows	4@54.00 216.00
4	Blue/Black Paisley Pillows	4@68.00 272.00
2	5x8 Area Rugs	2@399.00 798.00
1	3x5 Area rug	159.00
1	2x3 Area rug	79.00
5	Window Treatments(2002)	2188.00
2	Large Orchids	2@29.99 59.98
2	Small Orchids	2@19.99 49.98
1	Tall Green Plant	59.99
4	Glass Table Lamps w/shades	4@59.99 239.96
1	Gas Logs including Labor (12/01)	779.00
1	FirePlace Tools	199.00
3	Candlesticks on mantle	3@19.99 59.97
3	Votives on mantle	3@6.00 18.00
1	Mirror on mantle	79.99
4	Jars on mantle	3@25.00 75.00
4	TV Tables	4@22.00 88.00
1	Small Lamp	39.00
1	Small End Table	59.00
1	Television	300.00
1	VCR/DVD player	199.00
1	TV Stand	49.00
1	Telephone	19.00
3	Trash Bins	3@14.99 44.97
1	12 Cup Coffee Pot	129.00
1	CD Player/Radio	100.00
1	Ice Bucket	30.00
2	Fire Extinguishers (1 in and 1 out)	2@34.99 69.98
43	Folding Chairs	19.80 each
4	Round Resin Tables	49.99 each
3	Rectangle Resin Tables	49.99 each
3	Rectangle Heavy Duty Tables	49.99 each

Signature of Renter

SHEFFIELD MANOR HOMEOWNERS ASSOCIATION HOST LIQUOR LIABILITY AGREEMENT

The undersigned hereby agrees to accept Host Liquor Liability
Responsibility for: (Activity)

held on _____, 20____ between the hours of
_____ and _____, and to hold Sheffield Manor Homeowners
Association, Inc., harmless. THE SHEFFIELD MANOR CLUBHOUSE
IS A NO SMOKING FACILITY!

Owner's Signature _____

Date _____

North Carolina _____ County

I, _____, a Notary Public for said County
and State, do hereby certify that

_____ personally appeared
before me this day and acknowledged execution of the forgoing
instrument.

Witness my hand and official seal, this the _____ day of
_____, 20____.

Notary Public _____

My commission expires _____, 20__.

This form to be signed at PPM, Inc. and is to be accompanied by a
signed copy of the policies and procedures, and the usage fee and
security deposit.