

## NORTHBAY BAYVIEW CLUBHOUSE RENTAL CONDITIONS

(see # 18 for joint clubhouse and pool rental)

1. Only a member in good standing of the Northbay Homeowner's Association may rent the clubhouse. Good standing is defined as being current with all financial or other obligations due to the association both at the time the reservations are made and at the time of the event. All events require reserving and renting of the clubhouse. Reservations for rentals shall be made with the managing agency, which is Ray Howell at 853-3083. The member renting the clubhouse must be present during the entire event.
2. A rental shall not be confirmed until the rental fee and deposit is received by the managing agency. The rental fee shall be \$75.00 for rentals Monday - Thursday and \$100.00 for rentals Friday - Saturday. The security deposit shall be \$200.00. The rental fee for wedding related functions is \$400.00.
3. The member is fully responsible for the ordinary cleaning of the clubhouse and grounds area. The managing agency shall, following the event inspect for cleanliness, damage or excessive wear to determine whether or not the security deposit be retained. Any retention of a security deposit in whole or part shall require that the member be notified by letter within five (5) working days following the event. The member shall be liable for all damages of whatsoever in nature that exceed in \$200.00 security deposit.
4. Exceptions to the rental fee include only functions or events that have been approved by the association board and a security deposit is current with the managing agency.
5. The clubhouse must be vacated and locked by 12:00 midnight, without any exception.
6. Keys for the clubhouse may be picked up from the managing agency. Keys may be obtained no earlier than the last business day preceding the event and must be returned no later than the first business day following the event. Keys not returned shall result in forfeiture of deposit.
7. The maximum allowable occupancy for the clubhouse facility is 75. Strict adherence to this policy is required. Events of greater than 50 guests shall require a security guard. No parking is allowed on the grass.
8. No activity or event shall be advertised or publicized in any manner to solicit attendance by the general public. No admission may be charged.
9. Noise/music must be kept within the clubhouse. Fireworks are prohibited. Complaints by the residents may result in termination of the event by the managing agency. Any breach or activity, which results in termination, shall be deemed to breach the conditions of rental by the member and result in forfeiture of the deposit.
10. Birdseed, rice, glitter, confetti, ect. are prohibited in the clubhouse, tennis courts, and pool area. All balloons shall be removed from the premises completely. Any of the above described used outside of the clubhouse shall be cleaned up.
11. Tape or staples are prohibited on the ceilings, walls, and outside railings of the clubhouse. No pictures or decorations may be hung within the clubhouse without authorization from the managing agency.
12. Furniture may be moved carefully inside the clubhouse but must be returned to its original position.

13. The member shall be responsible for all actions of persons in attendance. Any breach by the responsible member or guest of any item set forth may result in forfeiture of the security deposit, the imposition of liability, and/or denial of future use of any Northbay facility.
14. The association reserves the right to refuse to rent the clubhouse or any other Northbay facility for any purpose it deems to be detrimental to or against the best interest of the association members. Further, the association reserves the right to refuse rental of the facilities on any dates and at any time it deems inappropriate, inconvenient, or otherwise unsuitable for rental.
15. Any member delinquent with association obligation of any kind or manner loses all privileges associated with Northbay Property Owner's Association, Inc., to include using the facilities such as the pool, tennis courts, or clubhouse.
16. The member is responsible for the routine cleaning of the clubhouse and grounds. Requirements are as follows:
  - A). Floors must be vacuumed and wet mopped by 8:00 a.m. the day after the event.
  - B). Counter tops and tables must be wiped.
  - C). Kitchen must be cleaned, to include removing all food and turning off all appliances.
  - D). Restrooms must be cleaned.
  - E). Flowers, decorations, etc. must be removed from premises.
  - F). All trash both inside and outside must be collected and placed in properly sealed trash bags and removed from the premises.
  - G). Heating and cooling units must be turned to designed temperatures.
  - H). Doors and windows must be locked and lights turned off, both doors leading into the clubhouse from the rest rooms, as well as kitchen door must be closed.
  - I). Any items brought to the clubhouse must be removed no later than 8:00 a.m. the day after the event.
17. Rental of the clubhouse does not include the use of the pool and pool facilities. No tables, chairs, or decorations may be placed outside the clubhouse.
18. If the member makes application for a combined clubhouse and pool event the following fees apply and a combined application is required. Pool event shall end at dark. *Occupancy Time is Limited to 3 hours.*

Rental fee &100.00

Deposit \$300.00

NORTHBAY PROPERTY OWNERS ASSOC.  
c/o Ray Howell  
101 Farrington Place  
Madison, Mississippi 39110

THE BAYCLUB OF NORTHBAY  
APPLICATION FOR RESERVATION

The Bayclub is available for rental only by members of the Northbay Property Owners Association who are current on all assessments. Rental of the clubhouse does NOT include the pool or pool area or the tennis courts.

Please answer all questions:

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ (HOME) \_\_\_\_\_  
(WORK)

Facility Requested For:

(a) Date: \_\_\_\_\_ Time: from \_\_\_\_\_ to \_\_\_\_\_

(b) Type of event: \_\_\_\_\_

(c) Number of Guests: \_\_\_\_\_ (Maximum 75  
Guests)

Fees: \$75.00 Fee for Monday through Thursday Rental  
\$100.00 Fee for Friday through Sunday Rental  
\$400.00 Fee for Wedding Related Functions

PLUS: \$200.00 Security Deposit

Write TWO SEPARATE checks payable to Northbay Property Owners Association and return to the above address.

THE RESIDENT RESERVING THE FACILITY ACKNOWLEDGES RECEIPT OF A COPY OF POLICIES REGARDING USE; AGREES TO BE RESPONSIBLE FOR ACCURACY OF HOURS OF USE AND NUMBER OF GUESTS; AND ACKNOWLEDGES RESPONSIBILITY FOR PROPER CARE OF THE FACILITIES. FURTHERMORE, MEMBER AGREES TO BE LEGALLY BOUND BY SUCH TERMS AND CONDITIONS.

Member's Signature \_\_\_\_\_ Date \_\_\_\_\_

Office Use:

Fee: \_\_\_\_\_ Received: \_\_\_\_\_

Deposit: \_\_\_\_\_ Received: \_\_\_\_\_  
Returned: \_\_\_\_\_

Key Received: \_\_\_\_\_ Returned: \_\_\_\_\_

Keep \$ \_\_\_\_\_ of Deposit because \_\_\_\_\_