

SILVERWOOD PLANTATION CLUBHOUSE RESERVATION FORM



& AGREEMENT

***** The resident of Silverwood Plantation must be present before, during and after any function at the clubhouse. *****

Lot #

Key Card #:

Name:

Address:

Telephone Contact number:

Clubhouse Reserve Date:

Clubhouse Reserve Time

From:

AM/PM

To:

AM/PM

Email Contact:

Events that have sales or charges for a person to attend are not permitted. An email will be sent to you prior to the event with instructions for entry and instructions for clean-up.

✓ If you would like to utilize the wheelchair lift for your reservation, please check here ____.

✓ If you would rather have your check returned to you instead of shredded, please check here ____.

- There are 9 tables that are 35 1/2 square feet, with 4 chairs at each table inside and four round metal tables with three chairs at each table outside.

AGREEMENT:

I agree to pay Silverwood Plantation Homeowners Association (SPHA), a \$75 deposit fee for reservation being made. I understand that I will lose/forfeit my deposit if I do not clean the clubhouse as instructed on the clean-up sheet. I understand if additional fees are required for any cleaning or damage to the clubhouse or its contents, I will be held responsible for these fees. Cleaning must be done before you leave, it cannot be done later.

If for any reason you cancel your reservation or SPHA must cancel the use of this facility before your request date, your deposit will be returned to you.

I have received, read, and I understand the clubhouse use and clean-up requirement. I have submitted a deposit in the amount of \$75. Once the clubhouse has been inspected for proper cleaning requirements and damages, the deposit check will be shredded or if cash is given, returned to the person responsible for clubhouse reservation.

Signature: _____

Date: _____

SILVERWOOD PLANTATION CLUBHOUSE

CLEANUP INSTRUCTIONS



____ **Floors:** Must sweep or vacuum all interior floors including the bathroom. Must use the swifter wet jet and the disposable pads. Make sure all food, spills, etc. are cleaned up before leaving.

____ **Walls:** Remove all decorations, ribbons, balloons, **DO NOT USE scotch tape, staples, tacks, hot glue, command hooks/strips or any of that sort on the trim. You will be charged.** Permanent hooks have been installed for your use of decorating. If you use helium balloons, be aware if they get caught in the ceiling fan, burn up the motor, you will be charged \$200 for the repair/replacement.

____ **Tables & Chairs:** Wipe off and clean ALL tabletops. Wipe off chairs as needed (food, stains etc.) The chairs should **not** be placed on top of the tables. Please put the tables back in the order they were in. See diagram provided if you forget how they go.

____ **Counter Tops & Sinks:** Clean and make sure sink drains are free from food.

____ **Trash Cans:** Make sure trash cans are clean, disinfected, and free from food etc. Rinse out trash cans as needed. Remove ALL trash from the building, this includes the bathroom as well. You may use the outside trashcans unless they are already full. If full, please take trash with you. **NO trash is to be placed outside of the cans provided.**

____ **Refrigerator:** Remove all food, drinks, etc. from refrigerator and freezer do not leave any contents in refrigerator, Clean up all spills inside and out. The only thing you may leave in the freezer is ice.

____ **Stove:** If used. Please clean inside and outside of stove as needed.

____ **Windows:** Clean front and back door, ALL windows and any other glass that may have smudges or handprints.

____ **Porches:** Sweep and clean as needed. Remove any trash and put tables and chairs into place (if moved)

____ **Lights and Ceiling Fans:** Turn off all lights and ceiling fans.

____ **Heat and Air:** You may adjust the thermostat, but if you do, you must return it to the setting of 78 degrees. If you have problems regulating the heat or air please email the office, silverwoodplantation@outlook.com, and/or call 912-239-7401 and we will try to get someone to you asap.

- Please make sure to lock the back door and that the front door is pulled all the way shut.
- The table in the conference room should not be removed from the room.
- If you remove any of the pictures on the walls, they must be returned.

Thank you for following these instructions. Your comments are greatly appreciated.

If there is a problem or the clubhouse is not in proper order when you arrive, please call 912-239-7401, email the office at silverwoodplantation@outlook.com or contact one of the SPHA board members so we can look into it before you hold your event.

Note: If you do not clean up the clubhouse after your event is scheduled to end or follow all rules on this checklist, as stated in your signed agreement, your deposit will be used to remedying the situation.