

CLUBHOUSE RESERVATION FORM

Olde Hickory Village

Checks must be received no later than 2 weeks prior to reservation

Date of Request: _____

Name: _____

Address: _____

E-mail Address for Confirmation: _____ Phone #: _____

Date/Time of Party: _____ # of Guests: _____ Children: Y/N

Start Time (Include Setup): _____ End Time (Include Cleanup): _____

Type of Party _____

If end time is after 9 PM:

I, (Name) _____, acknowledge that if my end time is after 9 PM, my checkout will occur the following morning at a time mutually agreeable to the *Olde Hickory Village HOA Representative*, but not to be later than 10 AM. I will remain personally liable for the condition of the clubhouse until checkout. ____ (initials)

No Alcohol permitted in clubhouse, pool area or other common areas of *Olde Hickory Village*. ____ (initials)

The undersigned agrees to indemnify and hold harmless *Olde Hickory Village HOA & Liberty Community Management* for any acts of the undersigned and /or guests of the undersigned using the clubhouse or pool at *Olde Hickory Village*. ____ (initials)

There is a **\$50 nonrefundable and a \$200 deposit required to rent the clubhouse.**

Make two (2) separate checks/money orders to “*Olde Hickory Village HOA*”.*

The clubhouse will be inspected before and after each rental to determine the condition of the clubhouse. **

The \$200 deposit will be returned if all areas are cleaned up, all trash is removed, and no damages incurred.

TO RESERVE THE CLUBHOUSE, YOU MUST BE A HOMEOWNER IN THE COMMUNITY AND YOU MUST BE CURRENT ON YOUR DUES. ONLY THE CLUBHOUSE MAY BE RESERVIED. ALL RESIDENTS OF OLDE HICKORY VILLAGE MAY USE THE POOL AND RESTROOMS DURING THE RESERVED EVENT.

Signed _____ Date _____

*Payment and reservation form are to be mailed to:
Liberty Community Management
P.O. Box 2082
Loganville, GA 30052
Attention: Amanda Bridges

****Please contact Fran Baker at Liberty Management @ 770-466-6331 EXT 112 at least 48 hours in advance of rental date to make arrangement to obtain key and check out clubhouse at start time.**

**OLDE HICKORY VILLAGE HOMEOWNER ASSOCIATION
CLUBHOUSE RESERVATION CHECKLIST**

**NO SMOKING, NO ALCOHOL IN CLUBHOUSE
PLEASE NO WET BATHING SUITES IN CLUBHOUSE CARPETED AREA OR
ON FURNITURE**

	Start:	End:	Charge if not completed
Date:	_____	_____	
Time:	_____	_____	

MAIN ROOM

Furniture returned to original location: \$20	_____	_____	_____
Fire Extinguished in fireplace and cleaned out: \$45	_____	_____	_____
Floor Vacuumed: \$60	_____	_____	_____
Interior fan and lights turned off:			
Outside lights turned off:			
All trash including decorations removed: \$60	_____	_____	_____

KITCHEN

Countertops Cleaned: \$20	_____	_____	_____
Refrigerator/Freezer-all food removed, cleaned: \$20	_____	_____	_____
Sinks empty and cleaned: \$20	_____	_____	_____
Floor Swept and Mopped: \$60	_____	_____	_____
Trash removed: \$20	_____	_____	_____

RESTROOMS (NOT APPLICAL DURING POOL SEASON)

Counters cleaned: \$20	_____	_____	_____
Trash Removed: \$20	_____	_____	_____
Floor swept and mopped: \$60	_____	_____	_____

POOL AND DECK AREA (NOT RENTABLE)

NO SMOKING, NO ALCOHOL, NO GLASS CONTAINERS

ALL TRASH MUST BE REMOVED FROM CLUBHOUSE. THERE ARE TWO (2)
RECEPTACLES OUT FRONT FOR TRASH DISPOSAL.

THIS FORM (START COLUMN) MUST BE COMPLETED, SIGNED AND GIVEN
TO THE OLDE HICKORY VILLAGE HOA REPRESENTATIVE PRIOR TO
OBTAINING KEY.

HOMEOWNERS SIGNATURE

DATE

THE FORM (END COLUMN) MUST BE COMPLETED AND SIGNED BY OLDE
HICKORY VILLAGE REPRESENTATIVE, RETURNED TO HOMEOWNER AND
COPY TO LIBERTY COMMUNITY MANAGEMENT WHEN REPRESENTATIVE
PICKS UP KEY AT END OF RENTAL.

OLDE HICKORY VILLAGE HOA REPRESENTATIVE

DATE