

# HIDDEN COVE

## PROPERTY OWNERS ASSOCIATION

### ❖ Clubhouse Rental Agreement ❖

Name: \_\_\_\_\_

Rental Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Thank you for your recent reservation of the Hidden Cove Clubhouse. Please review all the information carefully to ensure your event is a success!

In order to confirm your reservation and receive a rental code for the key lockbox, please submit the following items at least 7 days prior to your planned event:

- Completed and signed rental agreement
- Refundable **\$150.00 security deposit\***. Please allow up to 30 days for the Association to process and return the security deposit to you, less any charges for incomplete clean up or damages. (Please refer to Cleaning Check List and Management Follow Up forms)
- \$65.00 per day rental fee\***

(\* Non-member rates include a \$200.00 security deposit plus a \$150.00 per day rental fee)

*Please make checks payable to Hidden Cove Property Owners Association. Above items required for reservation may be mailed to or submitted in person to Poston & Co., 635 Rutledge Ave Ste 105, Charleston, SC 29403.*

For your convenience, you and your guests will be provided with the following items during the event: Tables and chairs

- Use of kitchen facilities, including stove and refrigerator
- Bathroom tissue, paper towels, and garbage bags located in kitchen cabinets near sink
- Use of swimming pool (Please note that Hidden Cove residents retain the right to access and enjoy the pool and pergola at all times. In addition, you and your guests are required to adhere to the pool rules at all times.)

Prior to your function, we advise you to look for any damages to the facility or other concerns that may affect the return of your security deposit. Please report these findings to your manager immediately. *You will be solely responsible for any damages reported after your event. Sorry – no exceptions.*

In order to receive the full return of your security deposit, we ask that you follow the provided instructions and complete all items on the Cleaning Check List. **There will be no opportunity to re-clean after the date of rental, and the key lockbox will be recoded at 7:00 A.M. the next day.** If you fail to complete any items on the Cleaning Check List, the schedule of fees indicated on the Management Follow Up will be deducted accordingly from the security deposit.

Please contact Julia Haynie at 843-937-6851 or at [jhaynie@postonco.com](mailto:jhaynie@postonco.com) if you have any questions or concerns. Thank you and enjoy!

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

# HIDDEN COVE

## PROPERTY OWNERS ASSOCIATION

### ❖ Clubhouse Cleaning Check List ❖

- Vacuum all carpets. Clean all spills. (Should excess water be tracked in from pool, please notify Association Manger so fans may be left on.)
- Close all windows and lower, but turn open, all blinds. (Security purposes) Shut off air conditioning/heating, lights, and fans.
- If you have taped any decorations to the interior or exterior of clubhouse, please remove all adhesive and/or left over decorations.
- Remove all trash from facility and bag all cans. If event guests used pool, all pool garbage cans need to be included in clean up.
- If a weekend rental, pull large city can to curb at bottom of sidewalk. Should there be an excess of trash to overflow can, double bag trash to protect from animals.
- Sweep kitchen floor. If any spills occurred, wipe thoroughly with cleanser to remove stickiness. Mop and pail are available.
- Wipe down all counters, stovetop, and clean sink. Remove all serving equipment and food items from refrigerator/freezer.
- Ensure all bathrooms are in functioning order and any loose debris disposed of.
- All tables and chairs should be left clean and folded up in corner.
- Lock All Doors - especially sliding bolt on door to hall area from main room.
- Make sure oven is turned off.
- Empty vacuum cleaner canister.

If during the event you have any questions or need assistance, please contact Julia Haynie at 843-937-6851 or at [jhaynie@postonco.com](mailto:jhaynie@postonco.com).

Following your function, please wait to be contacted by the Association Manager to arrange for the return of your security deposit, if applicable. On behalf of the Association, we hope you enjoyed the facilities and will choose to hold events here in the future!

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

**HIDDEN COVE**  
PROPERTY OWNERS ASSOCIATION

❖ **Management Follow Up** ❖  
(For Use by Association Manager Only)

Name: _____	Rental Date: _____
Address: _____	

Dear Homeowner:

Please be advised that the following items were not completed after your rental of the Hidden Cove Clubhouse on \_\_\_\_\_. In accordance with your rental agreement, the following charges have been deducted from your deposit:

1. (\$25.00) \_\_\_\_\_ Vacuum all carpet. Clean all spills. (Should excess water be tracked in from pool, notify Clubhouse Manager so fans may be left on.)
2. (\$10.00) \_\_\_\_\_ Close all windows and lower, but turn open all blinds. Shut off air conditioning, lights and fans.
3. (\$20.00) \_\_\_\_\_ Remove all trash from facility and bag all cans. If pool was used by function attendees, all pool cans need to be included in clean up.
4. (\$15.00) \_\_\_\_\_ If a weekend rental, pull large city can to curb to bottom of sidewalk. Should there be excess of trash to overflow can, double bag trash to protect from animals.
5. (\$20.00) \_\_\_\_\_ If you have taped any decorations to clubhouse, please remove any tape and/or left over decorations.
6. (\$35.00) \_\_\_\_\_ Sweep kitchen floor, if any spills occurred wipe thoroughly with cleanser to remove stickiness.
7. (\$15.00) \_\_\_\_\_ Wipe down all counters, stove top and clean sink. Remove all serving equipment and food items in refrigerator.
8. (\$10.00) \_\_\_\_\_ Ensure all bathrooms are in functioning order and any loose debris disposed of.
9. (\$25.00) \_\_\_\_\_ All tables and chairs should be left clean and folded up in corner.
10. (\$150.00) \_\_\_\_\_ Lock all doors – especially sliding bolt on door to hall area from main room.  
**Failure to do so leaves the entire facility open to vandalism.**
11. (\$15.00) \_\_\_\_\_ Make sure oven has been turned off.
12. (\$15.00) \_\_\_\_\_ Empty vacuum cleaner canister.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Association Manager) (of Inspection)