

SUNSET HARBOUR, POA

P. O. Box 395

Little River, SC 29566

P: (843) 399-6116

F: (843) 399-0972

Email: pam@scpaminc.com

Dear Owners,

Attached is the form that needs to be completed and returned with your deposit and rental fee for use of the clubhouse. The deposit will be returned once the clubhouse has been inspected.

If you have any questions, please contact our office.

Sincerely,



Pam Bane

Property & Association Management, Inc.

Enclosures

Sunset Harbour Clubhouse Reservation and Inspection Form
Only Property Owner May Rent The Clubhouse
Is Not a Public Rental Facility
Clubhouse Rental capacity 61

Lot #: _____ Date: _____

Name of Property Owner: _____
Please Print Clearly

Property Owner's Mailing Address: _____

Property Owners Email Address: _____

Day Time Phone: () _____ - _____ Cell Phone #: () _____ - _____

Type of Function: _____ **Security Cameras record event.**

Date of Rental Function: _____/_____/_____
(Month) (Day) (Year)

Rental for Owner, Property Owner's Signature: _____

To Be Completed By Sunset Harbour Management/Board Representative

Verification of Account: _____
Signature of HOA/Mgt Representative verifying account status

Rental Fee Received: _____/_____/_____
Month Day Year Deposit Fee Received: _____/_____/_____
Month Day Year

Date of Board Member's Initial Inspection: _____/_____/_____
Month Day Year Time: _____

Board Member Conducting Initial Inspection: _____

Board Member Completing Final Inspection: _____

Date of Board Member's Final Inspection: _____/_____/_____
Month Day Year Time: _____

Damages (please list details): _____

15. Rules and Regulations Governing the Use of the Clubhouse

1. An Owner must not allow a minor(s) child under the age of (18) years to use or be inside the clubhouse without adult supervision.
2. An Owner using the restroom facilities must flush the commodes and place their trash in the proper receptacles.
3. An Owner and his/her guest are not to smoke in the clubhouse and/or on the outdoor porches. These are smoke free areas.
4. An Owner's pets are not permitted in the Clubhouse, except for a registered service animal.
5. An Owner must decide if his/her annual renter is allowed clubhouse privileges; ultimately the Owner of Record is responsible for their renter and the renter's guest(s)
6. An Owner is allowed six (6) guests per lot owned inside the clubhouse without paying a rental fee.
7. An Owner is prohibited from renting the clubhouse for a business event or for a Commercial event rental.
8. An Owner must follow the Rules and Regulations that govern all Amenities
9. An Owner's rental is for the Clubhouse, only. The community's Pool, Hot Tub, and/or Pool deck are never part of the clubhouse rental
10. An Owner renting the clubhouse may re-arrange the furniture for their event, but after the event the owner/renter must return the furniture to its original placement.

IT'S YOUR CLUBHOUSE...TREAT IT LIKE YOUR HOME!

16. Clubhouse Reservation and Inspection Form

Sunset Harbour Property Owners Clubhouse may only be rented by a Property Owner in good standing. Name of the property Owner: _____

Lot#: _____

Date of the Clubhouse Rental Event: _____

Property Owner's Mailing Address: _____

Property Owner's e-mail address: _____

Property Owner's Cell Phone: () _____ - _____

Type of Rental: _____

No Commercial Rental Allowed at the Sunset Harbour Clubhouse.

**Paid: \$100 Non-returnable Fee and paid \$350 Refundable Deposit
Total amount due from the Owner/Renter \$450 _____ Date.**

Property Owner's Signature: _____