

Northampton Clubhouse Event Guidelines

This document is intended to provide a brief overview of reserving and using the clubhouse. Please refer to the Clubhouse Rules and Clubhouse Reservations Agreement for more details or specifics.

With the goal of having a clean, well-maintained facility available to all of our residents at all times the following guidelines will outline responsibilities and expectations.

*The Resident renter is **responsible to adhere to all Clubhouse Rules** during setup, the actual event, and takedown.*

RESERVING YOUR EVENT:

- 1) Logon to the Northampton website, mynorthampton.org.
 - a) Under tab **Clubhouse Reservations**
 - i) Choose Check Calendar
 - (1) Change pull-down from “All Events” to “Clubhouse”
 - (a) Check your date availability.
 - (b) If the date is available process to (ii)
 - ii) Choose Request Reservation
 - (1) Complete form and Submit
 - 1) You will receive a package, if that date is available, if not you will be informed that date is not available and can request a different date.
 - a) Complete and sign the Reservation Agreement.
 - b) Follow the instructions to deliver the Reservation Agreement and check or checks.
 - i) Non-Refundable Rental Fee is **due at the time of making the reservation** to hold your reservation.
 - ii) Security Deposit is **due 4 weeks prior** to the event to confirm your reservation. If it is not received, your reservation will be canceled.
 - iii) If your event is a month or less away please provide both checks with your completed Reservation Agreement.
 - c) We can only accept personal checks from residents. No company or third party checks will be accepted.
 - d) Checks are to be made payable to “Northampton Community Association”.
 - 2) You will be contacted sometime within the 1 week prior to your event about a walk-through to familiarize yourself with facility.

EVENT DAY:

- 1) Your key fobs will be enabled for the main, kitchen, restroom hallway and closet doors.
- 2) Check all three (3) air-conditioning/heat systems (restroom hallway, main floor, and balcony) to insure they are set appropriately. It can take approximately 4-6

hours to heat or cool the rooms to the desired temperature so plan appropriately.

- 3) No one should enter the Clubhouse during your meeting/party who is not a member of your event, a Clubhouse Committee member or a member of the Board. If necessary, direct them to the restrooms located downstairs by the pool area, accessible from the outside, at the rear of the Clubhouse.
- 4) The music controls are located in the supply closet and support the use of MP3 players, CD's or streaming music from the Internet. Instructions are located next to equipment in the closet.
- 5) A limited number of folding tables and chairs are available for use on the main level. Please make sure that the walls are not scuffed from movement. They must be returned to the storage closet and stacked neatly against the right-hand wall (refer to the pictures posted).
- 6) All set-up and takedown of equipment, wood flooring (dance floors) and any decoration must be done without damage to any existing furniture, walls, windows, doorways or floors.
- 7) All music whether it from a sound system, a band or a DJ, must comply with the Cobb County and Clubhouse noise polices.

AFTER YOUR EVENT:

- 1) Your rental includes a maid service so you are only responsible for the following during and after your event.
 - a) Check the gazebo, deck, porches and outdoor steps and remove any debris/trash from those areas.
 - b) All decorations must be removed.
 - c) All trash must be properly bagged, tied and placed into the trash enclosure outside in the parking lot.
 - d) **CARPET STAINS:** Immediately treat any spots or stains with a carpet cleaner. Any large stains requiring additional professional cleaning will be the responsibility of the renter.
 - e) All furniture must be moved back to its original location. Pictures are available in the Northampton Binder that is located in the stereo closet.
 - f) All inside/outside LIGHTS and FANS must be TURNED OFF, including the outside lights on the back balcony, side gazebo and exterior kitchen door.
 - g) ALL DOORS AND WINDOWS MUST BE CLOSED and LOCKED. If the front doors were unlocked for the event someone MUST remain in the clubhouse until those doors have been re-locked. This will happen automatically per your requested schedule or by communication with the Clubhouse committee to have them re-locked earlier. Note contacting a member of the Clubhouse Committee is only available until 10pm. If it is later than 10pm you must wait for the automatic schedule to re-lock the doors. You may wish to consider that when determining what time to request the front doors to be locked.

- h) Our maid service will come in the following business day (Mon-Sat) to clean. If the cleaning required is excessive, as defined by the maid service, the cost for that cleaning will be deducted from the security deposit.
- i) A Clubhouse Committee member will conduct a facility walk-through after the maids have completed. If any damage is discovered, it will be repaired or cleaned and the cost of that work will be deducted from the security deposit.

Penalties

- 1) **Any penalty fees will be determined after the checkout and are at the discretion of the Clubhouse Committee and the Board.**