

Northampton Clubhouse Event Rules

WHO MAY RENT?

- YES: Northampton homeowner events in good standing for private events.
- YES: Charity Events – See Section 14.
- NO: Resident -Trainer/Coach events.

CLUBHOUSE rentals include the UPSTAIRS MAIN EVENT ROOM, KITCHEN, RESTROOMS, GAZEBO, and PARKING LOT ONLY. The COMMON GREEN AREA may be used but is not exclusive for this event.

Adherence to these rules is MANDATORY for all event¹ attendees including Homeowners and guests. Failure to follow these rules may result in forfeiture of the Security Deposit, termination of event, assessment of a fine and/or revocation of Clubhouse privileges. Only The Board of Directors can grant changes or exceptions to these rules after recommendation by the Clubhouse Committee.

1. CLUBHOUSE COMMITTEE RESPONSIBILITY administered through the Management Company

- Accept and review reservation requests.
- Confirm reservation.
- Collect event rental fees and deposits as required.
- Event walk-throughs both before and after events as defined in the following table.
- Arrange for Clubhouse cleaning and maintenance as needed.

2. RENTAL FEE GUIDELINES:

Event Type	Reservation Required	Open Attendance ²	Non-Refundable Rental Fee	Maid Service Included	Security Deposit	Walk Thru Required
<i>NH Committee Meeting</i>	Yes	Yes	No	No	No	No
<i>NH Committee Sponsored</i>	Yes	Yes	No	No	No	No
<i>NH Social Committee Event</i>	Yes	Yes	No	No	No	No
<i>Resident Event</i>	Yes	No	Yes	Yes	Yes	Yes
<i>Resident Charity Event</i>	Yes	No	No	No	Yes	Yes

3. PAYMENT OF FEES

- Payment for fees and deposits are accepted via Homeowners' personal checks ONLY.
- Third party checks of any kind are NOT accepted.
- All checks are payable to "Northampton Community Association".
- Rental fee must be **received before event will be confirmed**.
- Security deposit must be received **one month prior** to event or event will be canceled.

4. FEES

- Main Room, Kitchen and Loft - \$250
- Meeting Room (can only be rented in conjunction with Main Room) - +\$50
- Security Deposit - \$500

5. RESERVATION CANCELLATION POLICY

Cancellation Period	Rental Fee Refund Returned	Security Deposit Returned
<i>14 days prior to event</i>	100%	100%
<i>3-13 days prior</i>	50%	100%
<i>72 hrs or Less prior</i>	0%	100%
<i>May and December, 14 days</i>	100%	100%

<i>prior</i>		
<i>May and December, less than 14 days prior</i>	0%	100%

6. RENTAL PERIODS

Location	Smoking Permitted	Music Stops	Event Ends
<i>Inside Clubhouse</i>	NO	Su-Th: 11pm F-Sa: 1am	Su-Th: 11pm F-Sa: 1am
<i>Outside Clubhouse</i>	Yes – 50 ft. away from any doors.	Su-Th: 10pm F-Sa: 11pm	11pm

7. OCCUPANCY

This event space heating/AC system is optimally designed for **approximately 100 people**. More than this will make it difficult to maintain a constant, comfortable temperature especially during the summer months. Activities such as dancing with its accompanying lighting will also contribute to higher temperature levels in the facility.

8. MUSIC AND OTHER NOISE

- Music or other noise** that can be heard 50 feet away is considered a violation of the Cobb County Noise ordinance Article VII Sec 50-256, 257 and 258.
- Any event will be terminated immediately** if it disturbs the residents at any time.

The Clubhouse Committee or the Board may visit an event at any time and terminate the event if any rules are being compromised. As such, if the event is terminated the Security Deposit will be forfeited.

9. ATTENDANCE BY MINORS

ONE adult (21 years and older) must be present for every 8 guests under the age of 18.

10. EVENT HOSTS/RESIDENTS

Event hosts/residents (individuals or committees) must be in attendance throughout the event, from set up to clean up. All individual event hosts MUST be Northampton residents in good standing at the time of the event. Hosts/organizers will be held liable for any and all damages and for the behavior of their guests. The Clubhouse Committee will determine who will repair damages and all expenses of said repair will be the responsibility of the event host/organizer payable immediately. The Security Deposit will be held until all repairs have been completed and approved by the Clubhouse Committee. If the event was committee sponsored, expenses will be paid from that committee's budget.

11. DECORATIONS and CLEAN-UP

- Balloons must be weighed down. Any balloons that end up in the fans or ceilings are the responsibility of the renter to retrieve or face penalties as outlined below.
- The event host at the end of the event is responsible for clean up of all decorations and spills. The clubhouse will be cleaned (vacuumed, dusted and wiped down) by our maid service. If any decorations or spills are present, additional fees will be charged to clean up these items.
- Trash must be in plastic bags, tied closed and placed** properly in the correct trashcans in the trash enclosure (Trash vs Recycle). **Bags should never be placed on the ground.** If the trashcans are full, trash may be placed on top of the cans.

12. ALCOHOLIC BEVERAGE USE

- Alcoholic beverage use is only permitted on a "bring your own" basis.**
- Intoxicated individuals should never be served.**
- Alcoholic beverages may not be sold on the Clubhouse grounds.**
- The ASSOCIATION CANNOT SERVE ALCOHOL.**
- PERSONS UNDER THE AGE OF 21 MAY NOT SERVE OR CONSUME ALCOHOL.**

13. NON-SMOKING

- The clubhouse is a NON-SMOKING facility. There is NO SMOKING permitted inside or on the decks or in the Gazebo. Smoking is defined as any smoke or smokeless product including but not limited to cigarettes, cigars, e-cigarettes and chewing tobacco.

14. GOODS AND SERVICES FOR SALE

- Goods and Services may not be sold on Clubhouse grounds except for Association-sponsored fundraisers.

15. FUNDRAISERS/CHARITY EVENTS

- a. Must be a registered non-profit in the state of GA, proof of such is required at time of request
- b. Must be sponsored and attended by resident sponsor
- c. The sponsor is responsible for all association fees or deposits, setup, cleanup and damages
- d. Advertising for such events is the responsibility of the sponsor or the charity and cannot utilize the NH website, email distribution or newsletter however signs can be posted on the entrance boards
- e. 100% of all fees collected must go directly to the charity
- f. Only 1 event per consecutive 12 months per charity will be permitted, i.e. if one happens in Sept, the next one cannot be scheduled until the following Sept or later
- g. No more than 1 charity event per month; 1st come 1st serve, and not allowed if:
Any association event such as a social event, swim meet, tennis match
- h. The board must approve ALL requests. The Board has the right at their discretion to not approve any organization even if they meet the prior listed requirements.
- i. The non-refundable rental fee is waived however the security deposit is NOT waived and all walk throughs and inspections normally applied to usage of specific facilities apply.
- j. Only Clubhouse – Main Event Room is available for these types of events and only one (1) may be used at a time.
- k. Maid service is NOT provided for this type of event therefore the resident sponsor is responsible for all cleaning which must be completed by the next day and prior to the final walk through.

16. POOL USE

- a. The Pool is NOT available for reservation with the Clubhouse. Pool parties must be arranged through Pool Committee only and are completely separate from Clubhouse.
- b. NO WET SWIMSUITS OR WET CLOTHING/TOWELS OF ANY KIND are ever allowed in the Clubhouse on ANY level.
- c. **No one will be permitted to be in the pool, on the pool deck, or in the pool area when a lifeguard is NOT on duty. Anyone found to be in violation of this rule, whether access was through the pool gate or through the Clubhouse, will be in violation of this rule.**

17. VEHICLES

- a. Vehicles left on the Clubhouse grounds for more than 24 hours will be towed at owners' expense.

18. MISCELLANEOUS

- a. No one is allowed in the Clubhouse without permission of the Clubhouse Committee or Board unless they are attending a scheduled event or using the Health Club. The individual(s) in violation of this rule will lose their Clubhouse privilege for a period of two months and will pay the Association a \$100 fine or greater, pending review of the Clubhouse Committee and Board. Subsequent violations of this rule by the same individual(s) will be referred to the Board of Directors for further action.
- b. Keys, key fobs and security codes MUST NEVER be shared or copied. The individual(s) in violation of this rule will lose their association amenity privileges for a period of two months and will pay the Association a \$100 fine or the cost of re-keying, whichever is greater. Subsequent violations of this rule by the same individual(s) will be referred to the Board of Directors for further action.
- c. The Association is not responsible for items left in the Clubhouse or Health Club. Items will be disposed of after one week, or earlier if the items interfere with other rentals or the general functioning of the Clubhouse facility.
- d. The board may change any of these rules, at their sole discretion, for any individual event. Any such changed rules are not applicable for any subsequent events. The Clubhouse Committee and the Board may change or update these rules as often as they deem appropriate through its normal approval process.

19. Penalties

- a. **Violations are determined at the discretion of the Clubhouse Committee consulting with the Board.**
- b. **Anyone found to be in violation of these rules would lose their privileges for a period of six months. Their key fobs will be disabled and will also have to pay the Association a \$250 fine.**
- c. **Subsequent violations of these rules by the same individual(s) will have the same penalties and will be referred to the Board of Directors for further action.**

¹ An event is defined as any group of people that are not part of a committee meeting using any Clubhouse facilities.

² Open attendance means that ALL Northampton residents without the need to join a committee, Clubhouse or group can attend the event.

