

Clubhouse Rental Instructions

Silvercreek Master Association

5025 Silvercreek Blvd.

Oakland Township, MI 48306

1. Read the Resident Guidelines for Use of Clubhouse. Verify that you are able to meet the requirements.
2. Contact Rhonda Conrad at Leadership Management (810)735-6000 to verify the availability of your date.
3. Once confirmed that the date is available, complete the attached Clubhouse Rental Agreement.
4. Attach a copy of your homeowners or extended liability insurance policy to the rental agreement, along with a \$200.00 deposit check made out the Silvercreek Master Association.
5. The Clubhouse Rental Agreement, Insurance Policy and \$200.00 deposit shall be enclosed in an envelope and shall be submitted to the Silvercreek drop box located at the entrance to the Fitness Center.
6. Call the Management office at (810)735-6000 and leave a message notifying that an envelope for a clubhouse reservation is in the drop box.
7. You will receive a phone call prior to your event with the phone number of the contact person responsible for the opening and closing of the clubhouse. There is a minimum 4-hour rental at \$150.00 to reserve the Clubhouse, additional time will be at \$25.00 per hour. This fee will be collected at the end of the party by check.
8. All paperwork and checks must be signed by and in the Homeowners name. Lessees and those delinquent in their assessments are not eligible for this amenity.
9. There will be no rentals on major holidays. This includes Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving, Easter, Memorial Day, Fourth of July and Labor Day.
10. For private parties, a security deposit must be submitted to the Silvercreek drop box when making your reservation; Scheduling is a first come first serve basis, based on delivery of Security Deposit.
 - a. A security deposit of \$200.00 must be paid, by check payable to Silvercreek Master Association and dropped off at the Silvercreek Drop

box located at the entrance to the fitness center. WE WILL NOT ACCEPT CASH.

- b. There is a television set and DVD player available for use.
- c. Only Unit Owners who are current on all association fees. Including any late fees and fines will be allowed to rent the clubhouse. The clubhouse is not available for rent to those leasing the condominium. Proof of liability insurance is also required.
- d. Carpet must be vacuumed and floor mopped.
- e. Please leave bathrooms clean and neat.
- f. The cost of any damages to light fixtures, furniture, or stains on carpeting will be deducted from your security deposit.
- g. Garbage is to be bagged and taken with you, as there is no place to store it.
- h. Stove and refrigerator must be wiped down and cleaned after use.

General Rental Rules

1. The unit owner must be present at all times and is responsible for the Clubhouse and guests during the rental. Shoes and proper attire must be worn at all times in the building. No bathing suits are allowed in the building.
2. Alcoholic beverages are not allowed in the building at any time. The party will end immediately if there is any alcohol served.
3. The capacity of the social room is 67 people.
4. Party activities must remain in the area reserved by the unit owner. Guests are not allowed to enter the fitness room, or the outside grounds including the pool and hot tub.
5. Smoking is not permitted in the building.
6. No decorations other than floral arrangements or table decorations are permitted (no tape or thumb tacks on walls, ceilings, or light fixtures).
7. Music will be provided through the house system if requested.
8. Hors d'oeuvre style food only is allowed. There is a 40-cup coffee pot, three eight-foot folding tables and twenty-four folding chairs available for resident's use.

9. There is no street parking in front of the clubhouse.

*The clubhouse must be cleaned and vacated by 12:00 MIDNIGHT. The Clubhouse should be cleaned on the same night. Please restore the clubhouse to the condition in which it was received. A vacuum and mop are available for use and can be found in the coat room. Other cleaning supplies are not provided, so please make sure to bring these with you, such as garbage bags and wash rags.

Unit owners will forfeit their deposit if the above items do not check out upon inspection by the clubhouse manager, Management will not be responsible for items left in clubhouse. Management reserves the right to deny permission to rent the clubhouse to residents for any reason whatsoever.

*****PLEASE KEEP THESE RULES AND INSTRUCTIONS FOR YOUR RECORDS*****

SILVERCREEK MASTER ASSOCIATION CLUBHOUSE RENTAL INFORMATION

DATE: _____ DATE OF EVENT: _____

DEPOSIT: _____ TIME OF EVENT: _____

TYPE OF EVENT: _____

RESIDENT NAME: _____

RESIDENT ADDRESS: _____

RESIDENT PHONE NUMBER: _____

YOU ARE RESPONSIBLE FOR YOUR GUESTS' ACTIONS!

PLEASE INSTRUCT YOUR GUESTS

Unit owners and/or guests who do not abide by the rules must leave if requested to do so by the clubhouse manager on duty.

Management

Resident

****PLEASE REMOVE THIS PAGE AND RETURN WITH YOUR SECURITY DEPOSIT****