

Silvercreek Clubhouse
Silvercreek Master Association
5025 Silvercreek Blvd.
Oakland Township, MI 48306

Rental Instructions

1. Read the Resident Guidelines for Use of the Clubhouse, and verify you are able to meet the requirements. We have a beautiful clubhouse for co-owners to use and also take part in keeping it in excellent working condition. Clubhouse renters must be co-owners who are current with association dues and any other fees. There are no rentals on major holidays, including Easter, Memorial Day, Independence Day, Labor Day, Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day. Management reserves the right to deny permission to rent the clubhouse to co-owners for any reason.
2. Contact Christine Popour at Leadership Management at 810-735-6000 or christine@leadershipmanagement.us to confirm availability of your date.
3. After you confirm an available date, complete the attached Clubhouse Rental Agreement.
4. There is a minimum four-hour rental at a cost of \$150 to reserve the clubhouse. Each hour beyond four is charged an additional \$25. The clubhouse closes no later than 12 Midnight. The full rental fee is payable by check to *Silvercreek Master Association* and is collected at the end of your event. This payment is separate from the required deposit.
5. Together in one envelope, prepare the completed rental agreement, a copy of your homeowners or extended liability insurance policy, and a \$200 deposit check payable to *Silvercreek Master Association*. Cash cannot be accepted. (The security deposit will be returned after the event, minus any cost for damage and/or failure to meet closing requirements.) The envelope may be submitted via the Silvercreek drop box located at the clubhouse entrance closest to the fitness room.
Please note: All paperwork, including checks, must be in the co-owner's name and include his/her signature.
6. Contact Christine at the management office to notify her of your submitted paperwork.
7. Scheduling is on a first come first serve basis, based on receipt of complete paperwork, including security deposit.
8. Prior to your event, you will receive a phone call from the contact person who will be responsible for opening and closing the clubhouse on your date.

See next page for Rental Rules...

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Rental Rules

1. The co-owner renting the clubhouse must be present at all times and is responsible for the clubhouse and guests during the rental timeframe.
2. Shoes and appropriate attire must be worn at all times in the clubhouse. Bathing suits are not considered appropriate attire.
3. The capacity of the clubhouse is 67 people.
4. No alcoholic beverages or smoking is allowed in the clubhouse at any time. If alcohol is consumed or served or smoking takes place, all guests will be asked to leave immediately.
5. Event activities must remain in the clubhouse area. Guests are not permitted in the fitness room or in the pool area.
6. Limit decorations to simple table arrangements or balloons. Tape and thumb tacks should not be used on walls, the ceiling or light fixtures.
7. A television and DVD player are available for use, and music can be provided through the house system.
8. There are three eight-foot folding tables and 24 folding chairs available in addition to the permanent round tables and chairs in the clubhouse.
9. Hors d'oeuvre-style food or other already-prepared food is encouraged. No cooking should take place at the event. The refrigerator, microwave, and a 40-cup coffee pot are available for use.
10. Parking may be available in the clubhouse parking lot or in the sports court parking lot. Street parking in front of the clubhouse is not permitted.
11. The clubhouse must be cleaned within the rental timeframe and returned to the condition in which it was received. Cleaning includes vacuuming carpets, mopping floors, cleaning bathrooms, and wiping down refrigerator, microwave, and kitchen area. (Vacuum and mop are available. Other cleaning supplies, including garbage bags, must be brought by renter.) All garbage must be collected and taken with you.
12. Your rental contact person will inspect the clubhouse at the end of the rental time.
13. The costs of not meeting the cleaning requirements or of any damage to light fixtures, furniture, or carpeting will be deducted from the security deposit.
14. Management is not responsible for any personal items left in the clubhouse.

See previous page for Rental Instructions...

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Rental Agreement

Today's Date: _____

Date of Event: _____

Deposit: \$200 _____

Time of Event: _____

Brief description of event:

Co-owner's Name: _____

Co-owner's Address: _____

Co-owner's Phone: _____

Co-owner's Email: _____

The clubhouse is an exceptional amenity and requires everyone's cooperation to keep it available. Thank you in advance for following all rental instructions and rules. The co-owner is responsible for all guests in attendance. Any violations may result in cancelation of event, all guests being asked to leave, and forfeit of security deposit.

Co-owner's Signature

Management's Signature

Please submit this completed page along with a copy of your homeowners or extended liability insurance policy and a \$200 deposit check payable to *Silvercreek Master Association*.