

Silvercreek Clubhouse Rental

Silvercreek Master Association

5025 Silvercreek Blvd Oakland Township, MI 48306

How to Reserve the Clubhouse

1. Review the Resident Guidelines for use of the clubhouse to ensure you can meet all requirements. *(page 2)*
2. Contact In Rhodes Management at (248) 652-8221 to confirm the availability of your desired reservation date.
3. Once your date is confirmed as available, please complete the following:
 - Complete the Clubhouse Rental Agreement Form *(page 4)*
 - Review the **Cleaning Requirements** *(Page 2)* and the **Clubhouse Use Rules** *(Page 3)*. After reviewing these sections, please sign the acknowledgment section on Page 4 confirming that you have read and understand the rules and regulations for reserving the clubhouse.
 - Provide a copy of your homeowner's or extended liability insurance policy.
 - Provide a \$200.00 security deposit check made payable to Silvercreek Master Association.
4. Submit your materials by mail by placing the completed reservation form, insurance policy, and deposit check in an envelope and sending it to:

In Rhodes Management

2391 Pontiac Rd

Auburn Hills, MI 48326

5. After the required documents and deposit are received, management will provide you with an access code for the clubhouse for the date of your event. *If you experience an emergency or have difficulty accessing the clubhouse on the day of your event, please contact (248) 652-8221 and the on-call manager will assist you.*
6. Rental Fees:
 - The clubhouse requires a minimum 4-hour rental at \$150.00.
 - Additional time is \$25.00 per hour.
 - Please include payment based on the total time reserved.

Reservation Guidelines

- The maximum capacity of the Social Room is 67 people.
- The clubhouse is **not available** for rental on major holidays, including Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Thanksgiving, Easter, Memorial Day, Fourth of July, and Labor Day.
- Only unit owners who are current on all Association fees are eligible to reserve the clubhouse. Homeowners with delinquent assessments, fines, or late fees are not eligible to reserve the facility.
- The clubhouse is not available for reservation by tenants or those leasing a condominium.
- All paperwork and payments must be in the homeowner's name and signed by the homeowner. Proof of liability insurance is required.
- For private events, a \$200.00 security deposit must be submitted to Silvercreek Master Association when making the reservation.
- Reservations are scheduled on a first-come, first-served basis, based on receipt of the security deposit.
- Cash will not be accepted.

Security Deposit and Cleaning Requirements

- The cost of any damage, or any cleaning required due to the space being left unclean, will be deducted from the security deposit.
- At the end of the event:
 - ✓ The carpet must be vacuumed, and the floors must be mopped. A vacuum and mop are available in the coat room.
 - ✓ Restrooms must be left clean and tidy.
 - ✓ Kitchen counters, stove, and refrigerator must be wiped down and cleaned after use.
 - ✓ All garbage must be bagged and removed from the clubhouse at the end of the event.

Clubhouse Use Rules

1. The unit owner must be present during the event and is responsible for the clubhouse and all guests during the rental period. Shoes and proper attire must be always worn inside the building. Bathing suits are not permitted inside the building.
2. Alcoholic beverages are not permitted in the building. If alcohol is served or present during the event, the reservation will be terminated immediately.
3. Guests must remain within the Social Room reserved by the owner. Access to the Fitness Room or outside amenities (including the pool and hot tub) is not permitted during private events.
4. Smoking is prohibited inside the building.
5. Decorations are limited to floral arrangements and table decorations only. **The use of thumbtacks, nails, tape, or any fasteners on walls, ceilings, or light fixtures is prohibited.**
6. Music may be played through the house sound system by request only.
7. Hors d'oeuvres-style food only is permitted.
8. The clubhouse provides the following items for resident use *(Please use all equipment carefully and respectfully)*:
 - One 40-cup coffee pot
 - Three 8-foot folding tables
 - 24 folding chairs
 - A television and DVD player.
9. Street parking in front of the clubhouse is prohibited.
10. Management is not responsible for any items left in the clubhouse.
11. The clubhouse must be cleaned and vacated by 12:00 midnight on the day of the event. The space must be restored to the same condition in which it was received.
12. Management will inspect the clubhouse to confirm all rules have been followed.
13. Failure to comply with these requirements will result in forfeiture of the security deposit.
14. Management also reserves the right to deny future clubhouse reservation requests for any unit owner who fails to comply with these rules.

PLEASE KEEP THESE INSTRUCTIONS AND RULES FOR YOUR RECORDS, THANK YOU.

Silvercreek Master Association

Clubhouse Rental Form

Date: _____

Unit Owners Name: _____

Unit Owners Address: _____

Unit Owner Phone Number: _____

Type of Event: _____

Date of Event: _____

Time of Event: _____ **AM/PM** (*circle one*)

- Please make security deposit out to Silvercreek Master Association, payable by check or money order in the amount of \$200.00.

This form shall only be submitted if you have read the rules and regulations carefully, you will be responsible for your guests and their actions. Failure to follow the Clubhouse rules and regulations will result in immediate termination of your event by Management.

Please sign below to acknowledge you have read and understand the Clubhouse Reservation Rules and Regulations. Thank you.

Signature of acknowledgement: _____

**PLEASE RETURN THIS FORM TO MANAGEMENT WITH YOUR SECURITY DEPOSIT TO
PROCEED WITH YOUR RESERVATION**