

**Pelican Reef Homeowners Association**  
**Pelican Reef Clubhouse Waiver Agreement & Reservation Request**

The undersigned agrees to hold harmless Pelican Reef Homeowners Association for any acts of the undersigned or any guest thereof while using the Clubhouse at Pelican Reef.

There is a \$100 deposit required to use the Clubhouse plus a non-refundable rental fee (please see rates below). The Clubhouse deposit and rental payments are due at the time of the request to confirm the reservation. Checks (one for the rental fee and a separate check for the deposit) should be made payable to "Pelican Reef Homeowners Association".

Keys to the Clubhouse storage room and heating/AC box will be provided to the renter by a Clubhouse representative prior to the reserved time and must be left in an agreed-to location at the end of the event prior to leaving the Clubhouse. ***The Clubhouse representative will contact the renter to set up a meeting time/place.***

**The renter and their guests must vacate the facility at the end of the rental period.** The deposit shall be returned to the renter after a facility inspection determines that the Clubhouse has been properly cleaned and all trash removed. The Checklist used for the inspection is on page 3. The Clubhouse is to be cleaned prior to the renter leaving the facility. If there is any damage identified to the facility, furniture or equipment, etc., the damage will be evaluated and the repair fee will be the responsibility of the renter.

Clubhouse Reservation Requirements and Guidelines include the following – see full information regarding these topics on the Pelican Reef website: [www.PelicanReefonline.com](http://www.PelicanReefonline.com).

- Clubhouse curfew is 1:00 AM – 8:00 AM; loud noise/disturbance outside the Clubhouse is prohibited after 11:00 PM
- Clubhouse capacity is 85 people
- No exercise sessions or swimsuits are permitted in the Clubhouse; proper attire (e.g., shirts, shoes, etc.) are required at all times
- Tacks and tape may not be used to secure decorations to walls/furniture; metallic/plastic confetti may not be used in the Clubhouse
- The Clubhouse is a smoke and drug free environment; additionally, minors are not to partake of alcoholic beverages on PR common property
- Pets are not permitted inside the Clubhouse
- Parking lot at the Clubhouse is to be used for events. Should overflow parking be required, it is to be limited to the Clubhouse side of Royal Tern and E. High Bluff.

**Please complete the form on the next page and send to:**

Pelican Reef HOA, c/o CSS, LLC,  
1213 Culbreth Drive  
Wilmington, NC 28405  
or via email to [chris@csshoamgt.com](mailto:chris@csshoamgt.com).

A confirmation will be sent to your email address. You will be notified if the reservation is accepted or if there is another reservation scheduled for the same date/time. In all cases, reservations shall be first come-first served.

## Pelican Reef Clubhouse Reservation Request

Date of Reservation: \_\_\_\_\_

Hours of Use: \_\_\_\_\_ AM/PM to \_\_\_\_\_ AM/PM / Need keys by: \_\_\_\_\_

Purpose of Event: \_\_\_\_\_

Expected Number of Guests: \_\_\_\_\_

Rental Fee: \_\_\_\_\_ (1-4 hours, \$75.00; \$25.00 for every additional 2 hour segment)

Cleaning Services Requested: YES or NO (\$150 additional fee) \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address or Lot #: \_\_\_\_\_

Phone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Notice:** To reserve the PR Clubhouse or sponsor the use by a non-resident, you must be a PR Property Owner and all Association fees must be current.

## Pelican Reef Homeowners Association Clubhouse Post-Rental Checklist

1. Did renter use tape or tacks to secure decorations? YES/NO
  2. Floors cleaned? YES/NO
    - a. Carpets vacuumed
    - b. Entry way clean
    - c. Floors swept
    - d. All spills cleaned up
  3. Bathrooms cleaned? YES/NO
    - a. Floors/vanities
    - b. Toilets/sinks
  4. Kitchen area and appliances cleaned? YES/NO
    - a. Floor mopped (if food served)
    - b. All kitchen items clean and in place
    - c. Oven spills wiped up
  5. Furniture in original locations? YES/NO
    - a. Great Room
    - b. All other rooms
  6. Trash removed? YES/NO
    - a. Kitchen
    - b. Rest rooms
    - c. Outside grounds and deck
  7. Tables and counters cleaned YES/NO
    - a. Great room
    - b. Kitchen
  8. Decks cleaned (if used)? YES/NO
    - a. Furniture in place
    - b. Butt cans emptied
  9. Lights off? YES/NO
    - a. Inside – including restrooms
    - b. Outside
  10. Windows, doors closed and locked? YES/NO
  11. All upholstery and rugs free of food stains and debris? YES/NO
  12. Key and/or entry card returned? YES/NO
  13. Furniture damage? YES/NO
  14. Appliances and TV in working order? YES/NO
  15. Any Clubhouse items removed or broken? YES/NO
  16. Landscaping damage? YES/NO
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**Name of responsible party:** \_\_\_\_\_

**Date of rental:** \_\_\_\_\_

**Inspected by:** \_\_\_\_\_

**Date:** \_\_\_\_\_ **Time:** \_\_\_\_\_

**Comments:**