

**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 \$160 deposit required to use the Clubhouse (\$100 damage and \$60 cleaning deposit) plus a non-refundable rental fee (please see rates below). The Clubhouse deposit and rental payment are due at the time of the request to confirm the reservation. Checks should be made payable to "Pelican Reef Homeowners Association".

Keys to the Clubhouse storage room, and an access card (if necessary) will be provided to the renter prior to the reserved time and must be returned within 24 hours of the event.

The deposit shall be returned to the renter after a facility inspection determines that the Clubhouse has been properly cleaned, all trash removed, and no damages incurred.

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

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

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

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

**Rental Fee:** \_\_\_\_\_ (1-4 hours, \$50.00; \$25.00 for every additional 2 hour segment)

**Cleaning Services Requested:** YES / NO (\$150 fee)

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

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

**Phone Number:** \_\_\_\_\_

**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.

Please mail this form to:

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

Please include your email address for the confirmation of your reservation or to schedule for a different day if there is a conflicting, previously scheduled reservation. In all cases, reservations shall be first come-first served unless the renter arranges something different with whoever has previously scheduled the desired time slot.

## 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   | c. Floors swept             |
| b. Entry way clean  | 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)                            | c. Oven spills wiped up     |
| b. All kitchen items clean and in place                     |                             |
| 5. Furniture in original locations?                         | YES/NO                      |
| a. Great Room   | b. All other rooms          |
| 6. Trash removed?   | YES/NO                      |
| a. Kitchen  | c. Outside grounds and deck |
| b. Rest rooms   |                             |
| 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: