

# **SOUTH HARBOUR MASTER PROPERTY OWNER ASSOCIATION CLUBHOUSE USE/RENTAL GUIDELINES**

**The Clubhouse is for the use and benefit of South Harbour Village residents. It may not be used for commercial purposes or any type of sales or solicitation. South Harbour Master Property Owners Association approved events for the education and/or benefit of South Harbour residents may be permitted on a case by case basis.**

Because the use of the Clubhouse is increasing with the size of our Community, guidelines are needed to ensure fair and equitable allocation of space and time.

1. **SHMPOA Authorized Community Events and Activities** shall take precedence over individual rentals. However, if an activity/event is not on the Calendar, it may lose its time slot.
2. **Reservations** shall be **requested 4 to 6 weeks prior** to an event and are subject to availability. If SHMPOA Board approval is needed, reservation should be **requested 6-8 weeks in advance**.
3. No Committee, Activity, HOA or Individual may reserve more than **1 weekend night each month** without specific SHMPOA Board approval.
4. Fee based rentals will not be confirmed until the completed **Rental Contract** is received and **Rental Fee** is paid in full. Individual reservations will not be posted to calendar nor will reservation be confirmed or space reserved until this process is completed.
5. **SHV Website calendar** will be updated daily and show ALL Clubhouse activities, events and reservations. This includes scheduled community activities, meetings, and individual rentals. Hours of each event will include setup and clean up time. **This calendar shall be the primary reference for all on Clubhouse availability.**
6. It is the **responsibility of SHMPOA Committee Chairs & liaisons** to make sure their usage is accurately posted to the Calendar. **Approved regular events, activities and clubs should be posted for 12 months** and updated monthly so that additional uses can be added accurately.
7. **An Event/Activity not showing on the Calendar is not reserved and others may book that time/space.**
8. **Alcohol Policy (see next page) MUST be adhered to without exception.**

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## **Alcohol Policy**

### **A. For internal use:**

All SHMPOA or HOA sponsored events shall be BYOB.

### **B. For Rentals**

No alcoholic beverages shall be **sold** on SHMPOA Property.

No alcohol shall be **served or consumed by anyone under the age of 21** on SHMPOA property.

If any alcoholic beverages are to be served or consumed during the rental, the person signing this contract must comply with current North Carolina laws and regulations related to alcoholic beverages.

**Liability insurance** of at least one million dollars (\$1,000,000) for this beverage service/consumption is required and is the responsibility of the renter. South Harbour POA shall be listed as an **additional insured** on this insurance policy. A **copy of the "event policy" coverage** must accompany the security deposit check one week prior to occupancy.

North Carolina state law governs alcohol consumption and SHMPOA assumes no responsibility for monitoring alcohol usage and will be held harmless for any violations or accidents.