

HILTON HEAD PLANTATION PROPERTY OWNERS' ASSOCIATION, INC.

**PLANTATION HOUSE**  
**WEDDINGS / RECEPTIONS**

FUNCTION DATE: \_\_\_\_\_

NAME OF PROPERTY OWNER (please print) \_\_\_\_\_

ADDRESS OF PROPERTY OWNER \_\_\_\_\_

TELEPHONE HOME ( ) \_\_\_\_\_ WORK ( ) \_\_\_\_\_ OTHER ( ) \_\_\_\_\_

**RENTAL USE AGREEMENT**

This agreement is made between Hilton Head Plantation Property Owners' Association, Inc. (hereinafter called "Association") and \_\_\_\_\_ (hereinafter called "Owner"). Association leases to Owner and Owner rents from Association the Plantation House (hereinafter called "Recreation Facilities") under the following conditions:

1. I am reserving the Recreation Facilities for the purpose of \_\_\_\_\_ (the "Function") which will be attended by \_\_\_\_\_ (maximum permitted is 200 persons inside the building).
2. The Function will be held between the hours of \_\_\_\_\_ and \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_\_. This should include set-up and breakdown time.  
I understand that use of the Recreation Facilities before or after the hours for which it has been reserved will constitute a breach of this Agreement and will result in forfeiture of my deposit. I also understand that the use of the Facility must be between the hours of 8:30 am and 12:00 am on the date reserved.
3. I will submit payment in the amount of **\$350.00** (0-50 attendees), **\$400.00** (51-75 attendees), **\$450.00** (76-100 attendees), or **\$500.00** (101-150 attendees), or **\$550.00** (151-200 attendees) to the Association as a **rental fee** for the Recreation Facilities no later than \_\_\_\_\_, 20\_\_\_\_\_ (two (2) weeks prior to event date). I hereby state that the wedding ceremony and/or reception is for an immediate family member (**mother, father, brother, sister, son, daughter, grandson, granddaughter**).  
Please state relationship \_\_\_\_\_.
4. I will make a reservation and clean up **deposit** in the amount of **\$200.00** which is due and payable no more than seven (7) days after submission of this Agreement. I further understand and agree that this deposit will be used to pay for cleaning costs and any and all damages resulting to the Recreation Facilities, its contents, or any other portion of the Association property from my actions or any actions of persons present at, attending, or in any other way related to the Function. An authorized Association representative shall inspect the premises within forty-eight (48) hours after the keys are returned to him/her. I understand that any charges made against my deposit will be explained. If costs of repair exceed the amount of my deposit, I agree to pay the Association the full cost of all repairs within ten (10) days of receipt of a written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, cleaning, and repair charges and any and all expenses incurred by the Association as a result of the use of the Recreation Facilities under this Agreement shall be considered an assessment and constitute a lien against my property and shall be fully collectible as provided for in the Association's Declaration and By-Laws.
5. I assume all responsibility, risks, liabilities, and hazards incidental to the activities applied for (including, but not limited to, the serving of alcoholic beverages), and hereby release and forever discharge the Association, its officers, directors, employees, agents, and members, present, past, and future from any and all claims, costs, causes of action, and liability for personal injury or death and damage to or destruction of property arising from my use of the Recreation Facilities and its appurtenances.
6. I agree to indemnify and hold harmless the Association, its officers, directors, employees, agents, and members, present, past, and future, from any and all claims, costs, causes of action, damages, and liabilities (including but not limited to attorney's fees) for any and all injuries, to either person or property, suffered by me, my family members, employees, agents, servants, guests, invitees, any member of the Association, or any other person which arise from or are in any way related to the above Function, activity, rental, or use of the Recreation Facilities.
7. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to the Function and agree to be personally responsible for causing all such persons to comply with the Association's Declaration, By-Laws, and Rules and Regulations. I acknowledge that violation of any provision of the Association's Rules and Regulations, Declaration, or By-Laws by any person present at, attending, or in any other way related to the Function, may, in the sole discretion of the Association's Board of Directors, result in forfeiture of my deposit.
8. I understand that I am being granted the exclusive use of the Recreation Facilities for the time period described above, subject to the right herein reserved by the Association to enter the Facilities and terminate my use thereof should the conduct of any person using the Facilities endanger the health, safety, or well-being of any person or constitute a threat to any property.
9. I am a member of the Association, at least twenty-one (21) years of age, have no unpaid fees due to the Association, and will be in attendance at the Function at all times during the Function. I hereby agree and represent that the Recreation Facilities will be used for lawful purposes only and that if any conduct at the Function I am sponsoring violates federal, state, or local laws or ordinances, my rights to use the Recreation Facilities under this Agreement shall terminate and the Association shall have the right to take possession of the Recreation Facilities and instruct my guests to leave the property.
10. I agree to return the Recreation Facilities' key(s) to the Scheduling Office at the Plantation House on or before **10:00 am** the next business day after the Function.
11. I agree that cancellation of the Function must be made no later than two (2) weeks prior to the event in order to receive a complete refund of the fees. Less than two (2) weeks notice will result in a forfeiture of fifty percent (50%) of the deposit.

December cancellations will be charged seventy-five percent (75%) of the deposit if cancelled less than four (4) weeks before the date, fifty percent (50%) if cancelled four to six weeks before the date.

12. Subject to those deductions provided for in this Agreement, the deposit will be refunded in whole or in part by mail.
13. I agree to be bound by the Recreation Facilities' rules and to clean the Facilities after use as required by the rules. The Association includes a cleaning charge in the rental fee of **\$75.00**. The Owner is required to remove decorations, etc., and discard refuse (to Plantation House dumpster) generated from the Function before they leave the Recreation Facilities. Furniture must be returned to the original setup (as found) unless arrangements have been made to have furniture moved by the Association. The checklist (which will be provided along with the Recreation Facilities' key) should be completed, signed, and returned with the Recreation Facilities' key. For furniture moves by the Association, arrangements must be made no less than **two (2) weeks** prior to the Function.
14. The Association shall provide a clean and orderly Recreation Facility for the Function and shall ensure that there is toilet paper, hand soap, paper towels (for bathroom and kitchen), and large trash bags present in the Recreation Facility.
15. I agree that the use of the pool and/or tennis courts is not included in this Agreement.
16. Guests who do not live in the Plantation will be issued a Restricted Residential Guest Pass. Any vendors, caterers, subcontractors hired for parties will be subject to the daily gate pass fee if not already registered through the Association as a subcontractor.
17. The purpose of the Function cannot be changed without filing a new Agreement. If this does not occur, the deposit will be forfeited and the Function cancelled.
18. I hereby agree that, if alcoholic beverages are served at the Function, then alcoholic beverages shall: (1) not be sold at the Function, (2) not be served or be allowed to be provided to minors at the Function, (3) shall only be provided to or served to adults in a responsible manner, and (4) only be provided in accordance with South Carolina law. I further agree to name the Association as an additional insured on a Commercial General Liability insurance policy, including host liquor liability, of a minimum of \$1,000,000.00. A copy of a certificate of insurance must be submitted at least ten (10) days before the Function. (Please see Alcohol Policy Agreement, Exhibit 1).
19. **POLICY STATEMENT:** I have read and understand the policy statement. I understand and agree the Facility will NOT be used for:
  - Groups/organizations that are not POA recognized and located outside the Plantation.
  - Political purpose unless all candidates seeking the same office are scheduled to appear and given equal time to present and the event is hosted by a POA recognized group/organization.
  - Private profit, fund-raising and commercial purposes.
20. **CODE OF CONDUCT:** All attendees must adhere to a proper code of conduct, which will not cause injury to any other persons, or to the Facility and its furnishings. *Any damages to the Facilities or its contents will be deducted from the reservation and clean up deposit and, in the event that damages to the Facilities exceed the amount of the deposit, the undersigned Property Owner shall be personally liable for the cost of repairs. Furthermore, the Owner may be specially assessed for such damage, which will constitute a continuing lien on the property. Additionally, **loud outdoor music is not permitted during the Function.***
21. I understand that my reservation of the Recreation Facilities on the aforementioned date will not be confirmed nor will this Agreement be binding until such time as this Agreement has been executed by the Association.
22. I have carefully read and understand this Rental Use Agreement and agree to be bound by its terms.
23. Association shall have the right of access to Recreation Facilities, without notice, for inspection. In case of emergency, management may enter at any time to protect life and to prevent damage to the property.
24. Association shall not be liable for damages to guest's property of any type for any reason or cause whatever, except where such is due to management's negligence.
25. No animals of any kind shall be allowed, with the exception of seeing-eye dogs only. No exotic animals shall be allowed. No snakes are permitted. Association may have any animals with the exception of seeing-eye dogs, removed from the Recreation Facilities and a fine of \$500 may be levied.
26. Smoking is prohibited in the Recreation Facilities. Smoking is ONLY allowed outside of the Recreation Facilities. Bring your own ashtrays and clean up after usage.
27. The Association does not provide on-site security: if you should have an emergency, please call 9-1-1 or HHP Security at (843) 681-2459.

Property Owner:	Print	Signature	Date
-----------------	-------	-----------	------

Activity Department Signature	Date
-------------------------------	------

**SCHEDULE OF FEES / OFFICE USE ONLY**

**\$200.00 RESERVATION AND CLEAN UP DEPOSIT**

**RENTAL FEE (Due two weeks prior to event)**

- \*\* Personal checks from Property Owner only please
- \*\* Security deposit is due within seven (7) days from time of booking
- \*\* Monies are deposited when received
- \*\* Not included in the rental fee

RENTAL FEE:	_____
FURNITURE SET UP FEE:	_____ (\$130.00)
	(OPTIONAL)
TOTAL FEES:	_____
PAYMENT DATE:	_____

SECURITY PAYMENT DATE: \_\_\_\_\_