



RENTAL AGREEMENT

(Please Print)

Name: _____ Daytime Phone: _____

Address: _____ Email: _____

Date of Event: _____ Reason for Event: _____ # of Guests: _____

Rental (check one): Town Hall _____ Park (which one) _____

Rental Period (see page 3): A _____ B _____ A&B _____

Your signature below indicates your agreement with the attached contract and acceptance of all responsibility and liability for any and all damages.

Signature: _____ Date: _____

Cell Phone #: _____

Rental Fee \$ _____
(see page 3)

Check #: _____

Deposit \$ _____
(see page 3)

Check #: _____



Town Hall Rental Agreement and Rules

1. To rent The Town Hall, **you must be a member of The Preserve Owner's Association, ("Association") in good standing, and you must be present for the entire length of the function.**
2. Complete payment of the rental fee and deposit must be paid within 10 days of the rental confirmation. The total payment includes the **rental fee of \$100** plus the **\$200.00 damage deposit. Payment must be made by the resident renting the townhall.** After the event, the deposit will be refunded to the resident as long as all rules and cleaning guidelines were followed.
3. The pool cannot be reserved, but it may be used. (Maximum party size of 25 when using the pool).
4. The weekends of Memorial Day, 4th of July, and Labor Day Holidays are set aside for neighborhood events and cannot be reserved. Other holidays require Board approval.
5. Town Hall Rentals include only the Village Green that extends to the far corner of the pool fencing.
6. No smoking in the clubhouse or anywhere on the property.
7. Clubhouse shall be vacated by 12:00 midnight. (The pool and pool deck close at **DARK.**)
8. No decorations are to be attached to the walls, ceiling or ceiling fans of the clubhouse.
9. The drapes attached to the wall in the Townhall are stationary and should not be pulled or closed.
10. No music outside the clubhouse.
11. No glass containers are allowed outside the clubhouse or on the pool deck.
12. No animals are allowed in the clubhouse.
13. Lock the doors and turn off lights before leaving the clubhouse.
14. The rental time includes the time for set-up, function, and clean up. *You will be granted access to the Town Hall 30 minutes prior and 30 minutes after your rental time.*
15. The furniture is not to be moved or rearranged.
16. Renter agrees to be responsible for obtaining any licenses pertaining to works of authorship as defined by the Copyright Act of 1976, including, but not limited to, musical works; dramatic works; pictorial, graphic, and sculptural works; motion pictures and other audiovisual works; and sound recordings. By renting the clubhouse, renter agrees to hold the Association and Selective Management Services, LLC (SMS) harmless from any and all claims, including, but not limited to cease and desist letters, demands for payments and alleged violations of applicable law.
17. Renter acknowledges the use of active 24/7 security cameras throughout the Town Hall property.

INDEMNIFICATION:

Renter agrees to indemnify, defend, and hold harmless the Association and SMS from and against any and all liabilities, losses, damages, costs, expenses (including all reasonable attorney's fees and expenses of renter, the Association and SMS), causes of action, suits, claims, demands, or judgments of any nature whatsoever arising from (i) any injury to, or the death of, any person, or any damage to property on the Association or upon adjoining sidewalks, streets, or ways, or in any manner growing out of or connected with the use, non-use, condition, or occupancy of the Association or related facilities or any parts thereof, or resulting from the condition thereof or of adjoining sidewalks, streets, or ways, (ii) violation of any agreement or condition hereof, (iii) violation by renter of any contract or agreement to which renter is a party, or any restriction, statute, law, ordinance, or regulation, in each case affecting the Association or related facilities or any part thereof, or the ownership, occupancy, or use thereof, (iv) any negligence or tortious act on the part of renter or any of its agents, contractors, licensees or invitees, and (v) any injury or claim associated with the performance of any work protected by intellectual property law

or any other related cause of action. In case any action, suit, or proceeding is brought against the Association by reason of any occurrence herein described, renter will, at its own expense, defend such action, suit, or proceeding with counsel reasonable acceptable to Association. Nothing in this provision shall be interpreted as limiting renter's obligations under other provisions of this agreement, including the obligations set forth in Paragraph 16.

The following is the price schedule for rental events:

Members only:

Birthday parties, seasonal parties, anniversary parties, reoccurring socials, showers, meetings, and other small event parties:

- \$100.00 for the Town Hall.

This includes the main meeting hall and gathering room. There are two rental periods to choose from:

Period A (10 AM – 4 PM) or

Period B (5 PM – 11 PM).

If you need to rent during the 4pm to 5pm hour then you will be required to rent both Period A and Period B for \$200 rental fee.

Preserve Weddings and Wedding Receptions

Please contact Selective Management Services at

rentals@selectivemgmt.com or

Call our office at 205.624.3586 to make a reservation.

Preserve Weddings and Wedding Receptions

Rental fee for Association Members (\$2,500) and non-members (\$3,500).

The Preserve Wedding rental includes all day Friday, Saturday and Sunday until 4 PM.

A damage deposit of \$500 is required.

The fees may be changed without notice at any time.

Preserve Town Hall Cleaning Checklist:

*Renter is to provide ALL cleaning supplies and cleaning equipment including but not limited to trash bags, brooms and mops for their event.

*Renter may not move any living room furniture or window treatments as they are set in place.

*Renter may not move any Holiday Décor that might be up during their event. Especially the Christmas Tree.

*Absolutely NO tape, nails, hooks, Command hooks, etc. on walls or doorframes.

Kitchen:

- Clean counter tops
- Bag all trash and place in dumpster
- Sweep floors and Damp Mop (if needed)
- Empty Refrigerator completely including stored ice

Main Reception Hall:

- Clean tables and chairs before returning to storage closet
- Sweep floors and Damp Mop (if needed)
- Bag all trash and place in dumpster

Living Room:

- Sweep floors and Damp Mop (if needed)
- Wipe wooden tables and chairs
- Put all cushions back in place on sofas
- Turn off TV and Stereo

Hallways:

- Sweep floors and Damp Mop (if needed)

Bathrooms:

- Bag all trash receptacles (including under paper towels) and place in dumpster
- Sweep floors and Damp Mop (if needed)
- Ensure all toilets/urinals are flushed
- Clean countertops

Thermostat:

- For winter months please set thermostat at 68 degrees when leaving
- For summer months please set thermostat at 72 degrees when leaving

Outside:

- All porches and surrounding grounds must be free of trash and debris

Rental Date and Time Frame: _____

X _____
Signature of Renter

Date: _____

Please return this completed form to Selective Management Services Via Email (photo of form accepted) within 72 hours of your rental to ensure return of deposit. Email: Rentals@SelectiveMgmt.com or mail form to SMS at 211 Yeager Pkwy STE B., Pelham, AL 35124, for any questions please call 205-624-3586. Once the Property has been inspected and approved, your deposit will be returned.