

## Clubhouse Booking Procedure

Revised December, 2025

The procedure used for booking the clubhouse for private functions is as follows:

1. The person wishing to rent either the big or small clubhouse room aka the Renter, should first look at the Clubhouse/Pool Bookings page of the web site to determine the availability of the facilities on the date they would require.
2. If it is available, they should then check the Clubhouse page of the website to see the price that would be charged and other pertinent information.
3. If they wish to proceed with the application, they should open, complete then submit the Clubhouse Booking Form. Note that as of January 2026, this does not include pool party bookings. These reservations are now made with the pool management company as described on the Swimming Pool page of the website.
4. When the booking form has been processed by the person with responsibility for the clubhouse rental, aka the Booking Agent, the Renter will be emailed a Provisional Clubhouse Booking Confirmation form. This will confirm details of the request and indicate the fees and deposit required for the requested facilities. It will also indicate if the Renter will be required to hire security guard(s).

If alcohol is to be served, security guards must be on duty. For parties with up to 49 attendees, one guard is required. Parties with 50 and above attendees require two. HCSO deputies are available to provide this service and can be booked by emailing Deputy Theo, the coordinator, at [Sahi.Diomande@sheriff.hctx.net](mailto:Sahi.Diomande@sheriff.hctx.net) at least two weeks prior to the party. As of December 2025, the resident requesting the rental must pay security guards directly at a rate of \$50 per hour per guard for a minimum of two and not exceeding four hours.

5. The Booking Agent will add the reservation to the Clubhouse/Pool Bookings page of website, assemble the appropriate rental package and inform the Renter

when the package is ready for pickup from his home.

6. When the Renter picks up the rental package, he or she will be required to provide a non-refundable check in the amount of the rental fee. This check will be forfeited if the Renter subsequently cancels the reservation as the booking precluded other residents from using the facilities on that date.
7. The Renter should review then sign the rental agreement documents, and when the keys are picked up, return them to the Booking Agent together with the check for the refundable deposit. The Renter retains the inspection checklist (Appendix C to the rental agreement).
8. On receipt of the signed agreement and the final check the Booking Agent gives the appropriate keys to the Renter.
9. Immediately before the rental date, the Renter inspects and records the condition of all items on the inspection check list and if there are any that require attention informs the Booking Agent who may on request join the Renter in the inspection. Any issues that can't be resolved will be marked on the checklist so that the Renter will not be held responsible for any pre-existing damage.
10. If either of the two clubhouse rooms have been rented, after the event the Renter must ensure that all the facilities that have been used are left clean, the floors have been vacuumed and mopped, the garbage has been removed and all items on the reminder checklist attached on the inside of the kitchen door have been addressed and the checklist marked up to reflect this.
11. Unless alternative arrangements have been made, the Renter returns the key and the completed inspection checklist to the Booking Agent before 10:00 am on the following day.
12. The Booking Agent will inspect the facilities within the following 24 hours and if there are no issues the Renter's deposit check will either be shredded and the renter sent a confirming email, or if the Renter so requests it may be retained for them to pick up from the Booking Agent.