

SAVANNAH COMMUNITY ASSOCIATION  
Grand Ballroom and Magnolia Cafe Rental Agreement

Thank you for your interest in renting the Grand Ballroom and Magnolia Cafe for your private event.

**TO RESERVE:**

\*Contact the Savannah Activity Director to confirm the date and time is available that you have chosen.

Reservations must be made *at least 20 business days in advance. Reservation is confirmed and held upon receipt of deposit and rental checks and the signed agreement.*

\*The rental agreement must be filled out – signed, initialed and returned at least 14 days before the date of your rental.

\*The rental fee(s) \$250 or \$300 (or multiple time block sums up to \$800) and your \$500 deposit must accompany the signed and initialed agreement form.

\*Separate checks are required for rental amount and deposit.

\*Payment must be by check, money order or cashier's check. Cash cannot be accepted.

\*Rental check must be from a current resident with a Savannah address printed on the check.

\*Rental check will be deposited 14 days prior to reservation date.

\*If this agreement form is mailed to you, an addressed return envelope will be provided for you.

**\*CANCELLATION:** *We reserve the right to cancel your reservation for the following:*

Your reservation will be canceled if your Agreement, rental and deposit checks are not received 14 days prior to your rental date.

Your reservation will be canceled and considered invalid if there is a balance of any kind on your Community Association account. You may contact Premier Communities Management Company, Inc. at 214-871-9700 or toll-free 866-424-8072 for information about your account.

You may cancel your reservation 14 days in advance of your event date. Please contact the Activity Director before your rental check is deposited in order to cancel.

You may return the agreement and payment in any of these ways:

- 1) Hand-deliver to the Activities Director in Club Savannah
- 2) Mail forms and payment to  
Savannah Community Association  
Attn: Activities Director  
701 Savannah Blvd  
Savannah, TX 76227
- 3) During clubhouse hours, use the drop box next to the Association office in the Magnolia Café.
- 4) After clubhouse hours, use the drop box outside of the office/clubhouse on the front veranda.

You will receive a receipt for your rental fee, a receipt for your refundable deposit, and a copy of the enclosed agreement as confirmation of your rental. If you have not received confirmation 48 hours before your event, please contact the Savannah Activity Director at 972-346-2828 or [scaactivities@savannahca.com](mailto:scaactivities@savannahca.com).

If your rental is scheduled to end after clubhouse hours, there will be a staff member present until the end of your event to assist in securing the building. **If you and all of your guests have not left the building at the scheduled time, you will be charged \$50 per hour for the additional time.**

If you have any questions, please call me at 972-346-2828.

Savannah Activities Director  
Office: 972-346-2828  
Email: [scaactivities@savannahca.com](mailto:scaactivities@savannahca.com)

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**Rental Fees:** \$250 per 4-hour day rental; \$300 per 4-hour evening rental **Refundable Deposit:** \$500

1. Rental check must be from a current resident with a Savannah address printed on the check.
2. Rental includes use of front veranda, foyer, ballroom, ballroom balcony, café, kitchen, library, dining area and clubhouse restrooms.
3. **Rental does not include use of the pool or access to the pool area, back veranda, water park, hot tub, cool-down area, fitness center, or theater room.**

Resident: \_\_\_\_\_ Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of rental: \_\_\_\_\_ **Time of rental:**  10am-2pm \$250  2pm-6pm \$250  6pm-10pm \$300  
(set-up and clean-up time is included in the time block rented)

Purpose of event: \_\_\_\_\_  
*Savannah Community Association, Inc., reserves the right to determine what may be an appropriate function to be held at its facilities, including the right of refusal. The Association may, in its sole discretion, change, modify, or alter its facility guidelines and policies in the future. Rental fees may increase with increased demand.*

**Please read every guideline and initial beside EACH ONE.** MANAGEMENT RESERVES THE RIGHT TO REFUSE FUTURE RENTALS IF FACILITIES ARE LEFT IN POOR CONDITION OR IF ANY RULES ARE BROKEN.

	<b>YOU WILL NOT BE ALLOWED TO ARRIVE EARLIER OR STAY LATER THAN YOUR ALLOTTED RENTAL TIME. Plan for set-up and clean-up time within the rental hours.</b>
	Rental includes use of front veranda, foyer, ballroom, ballroom balcony, café, kitchen, library, and clubhouse restrooms by the theater. Rental does not include use of the pool or access to the pool area, back veranda, water park, hot tub, cool-down area, fitness center, or theater room.
	Smoking is not allowed inside the clubhouse.
	Reservations are first come, first served and will be held upon receipt of security deposit, rental fee, and this completed form.
	Your rental fee will be processed 14 business days before your event. Cancellations must be made 14 business days preceding your event. If you do not call 972.346.2828 to cancel 14 business days preceding your event, you will have the option to forfeit your fee or reschedule another Ballroom rental to occur within 90 days of the original rental date.
	Savannah Community Association, Inc. and/or homeowner club sponsored events are exempt from rental fees and take precedence over private rentals.
	No reoccurring rentals will be permitted unless sponsored by a Savannah CA committee or current and approved club.
	Members of Savannah CA who are delinquent on their assessments will not be permitted to rent facilities until the account is current. This includes late fees owed. Call 866-424-8072 for account information.
	Savannah Community Association, Inc. is not responsible for any injuries sustained during private events inside or outside of water park, recreational club or birthday pavilions or any other common property.
	Marketing staff and/or management company staff may or may not be present during your event and will have access to all areas of the recreational club facilities.
	No pets will be permitted in recreational club other than those aiding the disabled.
	Floors must be clean following event. (See exception at the end of this document)
	Restrooms and kitchen must be clean following event. (See exception at the end of this document).
	Trash in and around recreational club must be picked up and trash receptacles must be emptied following event. (See exception at the end of this document). Trash must be taken to the dumpster.
	TVs, DVD players, lamps, and stereo equipment if any must be turned off following an after-hours event.
	Any decorations used must be taken down and all adhesive material used removed.
	No push pins or other drywall protrusions will be permitted.
	No bathing suits or bare feet will be permitted in the main wing of the clubhouse at any time.
	Maximum occupancy is 200, although 150 is a recommended number.
	There are several 24-hour security cameras located within Club Savannah which record and retain footage for future reference.
	2 Security guards are required if alcohol will be served. Security will be scheduled by the Activity Director. A check for the security will be furnished to Savannah Activity Director to hold and deliver to the security staff at the time of the event.
	TABC certified bartender(s) required if serving alcohol at rental event.
	*Renters will have the option of cleaning up after their event or arranging for clean-up through Savannah.
	*Damages, replacement costs, or costs for cleaning that exceeds the cleaning fee will be deducted from deposit. The homeowner will be notified if there are damage charges before a check is deposited.

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**Optional Furniture Arrangement Fee: \$50** I Do \_\_\_\_\_ Do Not \_\_\_\_\_ want this.

If you would like the clubhouse furniture rearranged or removed, please schedule a short meeting (which must be held at least 14 days before your event) with the Activities Director to finalize your plans. The furniture arrangement fee will be an hourly rate based on the estimated time it will take our movers to set up before and tear-down after your event. **You will not be permitted to move any furniture yourself. Last-minute requests will not be honored.**

**Optional After-Party Clean-up Fee: \$200 (or more in extreme cases)** I Do \_\_\_\_\_ Do not \_\_\_\_\_ want this.

If you do not plan on returning the clubhouse to the clean and tidy condition in which you will find it before your event, you may pre-pay a cleaning fee and spend your entire rental time enjoying your event rather than cleaning up before the rental time is over. **This fee plus any additional clean-up fees will be taken from the deposit you placed if you do not pay for this service in advance.**

I, (name) \_\_\_\_\_ of (address) \_\_\_\_\_ take full responsibility for the *care and cleaning* of the recreational club and its contents for the date and time noted above. I understand I am financially responsible for the replacement of any Savannah Community Association property that is damaged or lost during the time of my event. I understand and agree the Savannah Community Association is not liable for any injuries that I or my guests may incur either inside the recreational club or in the water park during my event. I understand and agree to follow the above guidelines.

Signature of Homeowner \_\_\_\_\_ Date \_\_\_\_\_

For HOA Use Only. Do not mark in this area.

Approval by HOA agent \_\_\_\_\_ Date \_\_\_\_\_

Fee Amount Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

Deposit Amount Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

For HOA Use Only. Do not mark in this area.

Custom Furniture Arrangement Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

For HOA Use Only. Do not mark in this area.

Optional Clean-up Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

For HOA Use Only. Do not mark in this area.

Optional Security Fee Paid \$ \_\_\_\_\_ Check Number \_\_\_\_\_ Check Date \_\_\_\_\_

**Important Information**

**\*WOOD FLOORS:** Be very careful not to damage the wood floors in the clubhouse. Rented tables and chairs MUST have pads or rubber-tipped legs –no exceptions! Be careful of water and other drink spills. These must be wiped up immediately to prevent permanent damage to the wood finish.

**\*CHOCOLATE FOUNTAINS** must have a plastic tarp installed under and around the serving table-no exceptions.

**\*Furniture** – Do not eat on the lobby furniture. The fabric is delicate and easily damaged. Furniture can only be moved by facility staff and will be removed/rearranged prior to event. No last minute changes will be honored.

**\*Security** – If alcohol is served, security is required. All security arrangements will be made through the Activity Director. Check for security staff will be held by Savannah until the event.

**\*RENTAL TIMES:** It is important to accurately estimate the amount of time that will be needed to set-up, break-down and clean up after your rental event. These must fit within the amount of time reserved. An additional charge of \$50.00 will be charged or deducted from your deposit for each additional hour or partial hour used beyond your rental time.

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**CLEANING:** Events with more than 25 guests will be charged for cleaning along with the rental amount. Rentals with 25 or less guests will have the option to clean up after the event or contract with Savannah for cleaning at time of rental.

**\*Staff** – It is the responsibility of caterers and other vendors to make arrangements for adequate staffing for the size and scope of the rental event. HOA staff will be available to answer questions, give direction and lock up the facility at the conclusion of the event. They are not available to vendors for serving, set-up, or breaking down tables and equipment. PLEASE BE AS CAREFUL WITH THE CLUBHOUSE FACILITIES AND FURNISHINGS AS YOU WOULD WITH YOUR OWN HOME AND YOUR OWN PROPERTY! THANK YOU.

**Summary of Charges:**

Time Block(s)	rental\$ _____	Hours: _____	
Deposit	\$ _____	(separate check)	
Security	\$ _____	(separate check)	
Furniture Fee	\$50		Post-event charges:
Cleaning Fee	\$200		_____ Damages \$ _____
			_____ After hours \$ _____ (past 10 pm)
<b>TOTAL:</b>	\$ _____		<b>FINAL TOTAL:</b> \$ _____

**TIMELINE:**

- 20 days before event – Reservation made
- Within next 72 hours:
  - Reservation confirmed with signed agreement, rental & deposit checks to Savannah Community Association
  - Determine if there will be furniture rearranged or removed, cleaning scheduled, Additional fees for furniture and cleaning added to rental amount.
  - If alcohol will be served, payment for security staff will be left with Savannah Activity Director who will make arrangements and hold check for security until the day of the event.
- 14 days before event:
  - Deadline for cancellation by renter
  - Rental fee processed
  - Plans finalized for optional furniture removal or arrangement with Savannah Activity Director (when applicable)
  - Deadline for arranging for optional after-party clean-up with Savannah Activity Director (when applicable)
- 48 hours before event:
  - Contact activity director if for any reason you have not received confirmation of your event.

**FURNITURE ARRANGEMENT DIAGRAM: (If necessary, use back of page)**