



# Patrick Square

## PATRICK SQUARE OWNERS ASSOCIATION, INC. LAKE HOUSE or PAVILION PRIVATE PARTY AGREEMENT

### PART I: PLEASE READ FULLY AND KEEP FOR FUTURE REFERENCE

1. Patrick Square Residents may reserve the Lake House or Pavilion Social Areas for private parties. Reservations for private parties will be strictly on a first come, first served basis. Association-sanctioned or sponsored functions have precedence over selection of dates. All major holidays are excluded from private party reservation unless specifically approved in advance by the Board of Directors. Residents who reserve the Lake House or Pavilion for a private party (hereinafter referred to as Resident-host) must provide Patrick Square Owners Association, Inc. (hereinafter referred to as the Association) with a damage deposit. The Resident-host must pay for any post-party cleaning necessary. Cleaning costs not paid will be deducted from the damage deposit. Reservations may not be made more than three (3) months in advance.
2. Resident-host must sign and return a Private Party Agreement (Part II) in advance of the private party, and must comply with all the terms herein.
3. During a Private Party function, only the Social Area may be reserved for use by the Resident-host and will be closed to other residents. The fitness center, pool and pool deck WILL NOT be available for private use and cannot be reserved.
4. The Lake House or Pavilion cannot be reserved for commercial purposes. Included in the term "commercial purposes" are: fund-raising events other than those sponsored or sanctioned by the Association, merchandise parties (Tupperware, jewelry, etc.), and business events. However, a resident who wishes to hold a party, inviting co-workers and business associates, is permitted provided that the party is for social purposes only.
5. A resident who reserves the Lake House or Pavilion for a private party must be the host of that function. **The facility may not be used for private functions hosted by non-residents, even if the Private Party agreement is signed by a resident – this will be strictly enforced.** The Resident-host of a private function will be held fully responsible for the conduct of his or her guests while they are within the Patrick Square community.
6. Resident(s) from a household may reserve Lake House or Pavilion for a private party no more than two times per calendar year. No more than two (2) private party functions may be held during each calendar month.
7. Private parties held in the Lake House or Pavilion will be limited to four (4) hours. Any decorations, rental furniture or equipment may be set up no earlier than the date of the private party. Removal of decorations, rental furniture & equipment must take place no later than 5:00 p.m. the day following the party. Resident-host is responsible to have all decorations, rental furniture & equipment etc. neatly disassembled and set aside *immediately* following the Private Party in such a manner that the Lake House can be comfortably utilized by other residents of Patrick Square.
8. Maximum number of guests for a private party is 75.

9. Resident-host shall be responsible for the actions of all caterers, entertainers etc. hired for his/her private party, as well as the clean-up and disposal of food waste and trash, and other large debris. Any furnishings moved must be put back to their original positions immediately following the party. **There are no facilities for cooking other than those in the Lake House catering kitchen located in the Social Area or the outdoor grills at the Pavilion.** Furnishings may not be removed from the Lake House or Pavilion without the specific approval of the Board of Directors.
10. No sound producing equipment, including (but not limited to) stereo music, disc jockeys, and live bands, is permitted beyond 10:00 p.m., nor will it be permitted if it creates a disturbance to neighboring homes.
11. All private parties must conclude by 12:00 midnight. Later hours will be considered on an individual basis by the Board of Directors, as requested.
12. Resident-host must provide the Association with a refundable damage deposit. The deposit will be administered, and returned, as follows:
  - Not less than five (5) business days prior to a private party, Resident-host must provide the Association with a deposit of **\$500**. The deposit check is to be made payable to **Patrick Square Owners Association, Inc. and will be deposited into the Association's account**. In instances when the damage deposit is not received when due, the private party will be deemed canceled. The Association will immediately begin processing a Rules Violation Fine against any owner who proceeds with a private party without providing the required deposit, regardless of whether any cleaning or damage costs result.
  - Resident-host is responsible for clean up after a private party, including vacuuming carpet, mopping floors, cleaning tabletops and counters, etc. as may be necessary. The Property Manager or designated Association representative will then determine if the cleaning performed was adequate, or if a cleaning service is required. This determination will be made as soon after the party as possible, which may be the next business day.
  - If there were any damages to the facility, including carpet and upholstery stains, the Association will have the damages repaired as may be required and will pay the associated charges from the deposit.
  - Within approximately ten working days following a Private Party function, the Association will provide the Resident-host with payment of their return deposit, less any post-party cleaning, and any damage repairs. If cleaning or repair costs had to be paid, the Resident-host will receive copies of the invoices. If repairs can not be completed within ten working days following a Private Party function, the Association will send notification to the Resident-host advising them that their deposit will not be refunded until all repair costs are known and provide an estimated time frame for completion of repairs.
  - Should the post-party cleaning costs combined with costs damage repairs to the facilities exceed the Resident-host's \$500 deposit, the Resident-host will be informed of the overage and be required to promptly and fully pay the difference to the Association. The Association will pursue all means available to collect excess costs that are not paid within thirty (30) days after written notification to the Resident-host by the Association.

***Keep this Part I sheet for your reference.  
The attached Part II must be completed and returned to:  
Cedar Management Group  
PO Box 26844, Charlotte NC 28221  
Phone 704.644.8808 | support@mycmg.com***

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**PART II — PLEASE COMPLETE AND RETURN THIS SHEET**

Please fill in the requested information completely, sign where indicated, and return the completed form to the Property Management office.

Resident-host: \_\_\_\_\_ Lake House or Pavilion?: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Requested Date of your Private Party: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Intended Purpose of your Private Party: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (maximum number of guests: 75)

If you intend to use the services of a Caterer, Entertainers, Rental Equipment or furniture, etc., please provide the name and telephone number for each:

① \_\_\_\_\_

② \_\_\_\_\_

③ \_\_\_\_\_

④ \_\_\_\_\_

⑤ \_\_\_\_\_

**By signing below, the Homeowner/Resident hosting this Private Party, acknowledges that he/she has read, understands, and agrees to comply with all Association Rules and Regulations and all provisions of this Agreement.**

Signature, Resident-host: \_\_\_\_\_

Signature, Resident-host: \_\_\_\_\_

Date signed: \_\_\_\_\_

***Do Not Write Below This Line***  
***To be completed by Property Manager or Designated Association Representative***

**Approval of Private Party Reservation**

Approved: \_\_\_\_\_

Date: \_\_\_\_\_

Title: \_\_\_\_\_

**CHECKLIST — To be completed by Association Management Representative:**

- |  |                          |                              |
|--|--------------------------|------------------------------|
| Availability of requested date has been verified/scheduled on calendar                     | <input type="checkbox"/> | By: _____                    |
| Deposit check of \$500 to Association received & deposited                                 | <input type="checkbox"/> | Date received: _____         |
| After party inspection performed   | <input type="checkbox"/> | Date inspected: _____        |
| Additional cleaning required?  | <input type="checkbox"/> | (✓ if yes and order service) |
| Damages to facility?   | <input type="checkbox"/> | (✓ if yes and order repairs) |
| Deposit Refunded to Resident-host less any charges<br>& copies of charge invoices included | <input type="checkbox"/> | Date refunded: _____         |