

# Hamilton Township Amenity Rental Information



Enclosed please find the rental application form you requested concerning the use of the Hamilton Township CLUBHOUSE or PAVILION. The application must be completed and returned with the rental fee check and cleaning and damage deposit check prior to your use (preferably at least 2 weeks in advance of your event date. *The rental fee may be waived for neighborhood functions pre-approved by the Board. Please send formal requests to waive the rental fee to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) – Include the reason for the request and the nature of the function.*

**CLUBHOUSE** holds a maximum of 30 people. The clubhouse has a full kitchen with easy access to restrooms. While swimsuits are not permitted in the clubhouse, this facility provides a great view of the pool and is a great place to host large parties and activities.

**PAVILION** easily holds 50 people and is excellent for birthdays, showers, and other cozy gatherings.

Please send **TWO CHECKS** with your application

Payable to **HAMILTON TOWNSHIP HOA:**

Clubhouse non-refundable rental fee: **\$40.00**

--- or ---

Pavilion non-refundable rental fee: **\$25.00**

--- AND ---

--- **\$50** refundable damage and cleaning deposit  
(will be shredded after event)

**AMENITY KEYS:** Contact AIO at [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) about 2-4 days prior to your reservation for the current lock box code to access the keys to the clubhouse you reserved. You will be required to return the keys to the lock box after your rental.

Rental fee and cleaning/damage deposit checks must be received at All-In-One Community Management **prior** to the release of the lock box code for the keys.

**CANCELLATIONS:** Must be made to All-in-One Community Management at least a week in advance to open it up to other residents. If cancellation is not made prior to the rental date, you may forfeit your rental fee. Send an email to [clubhouse@allinonegmt.com](mailto:clubhouse@allinonegmt.com)

Please return application and both checks made payable to: **HAMILTON TOWNSHIP HOA**

Mail to:

Hamilton Township Amenity Rental  
c/o All-In-One Community Management  
5200 Dallas Hwy, Suite 200 #266  
Powder Springs, GA 30127

Send an email to [clubhouse@allionemgmt.com](mailto:clubhouse@allionemgmt.com) with any questions.

## Hamilton Township - AMENITY RENTAL AGREEMENT

For RESERVATIONS & INFORMATION about Clubhouse or Pavilion

Contact: clubhouse@allinonemgmt.com



**KEEP A COPY OF THIS AGREEMENT FOR YOUR FILES:** In consideration for allowing me exclusive use of one of the HAMILTON TOWNSHIP amenities for a private function, I, the undersigned, agree as follows:

### Nature of Function and Rules & Regulations of the Amenities: Pavilion or Clubhouse

1. I am renting the  CLUBHOUSE or  PAVILION - Please check one.

**For the purpose of:** \_\_\_\_\_

*If this is an approved neighborhood function & no rental fee is required & YOU HAVE BOARD APPROVAL, check here:*

2. This function will not be attended by more than \_\_\_\_\_ people.  
Maximum Occupancy: Clubhouse: 30; Pavilion: 50. I understand I am being granted permission for exclusive use of the specific amenity only. **This does not include exclusive use** of the swimming pool, pool deck, tennis courts, miniature golf course or any other Association property. I further understand that the reservation permits my function to use only the specific amenity for the hours of rental. Loud music or other noise (that can be heard outside the amenity area) is not permitted after 10PM.
3. **Event Date:** \_\_\_\_\_ **between the hours of** \_\_\_\_\_ **and** \_\_\_\_\_.
4. **SETUP:** If additional time is required to set up the specific amenity for your event, please be sure that you include that time in your reservation request not to exceed 5 hours. Early setup time, not more than 24 hours in advance of the event, can be provided depending on other uses of the amenity and may be limited to the same day as the event. Contact AIO by email to inquire about possible early access if needed (clubhouse@allinonemgmt.com).
5. I understand that continued use of the amenity after the hours for which it has been reserved will constitute a breach of this agreement and will result in the forfeiture of my deposit. The Association reserves the right to remove any participant who remains after the reserved time or who does not restrict his use to the specific amenity.
6. I agree to rent the specific amenity under the terms and conditions as set out below. The facility key is the property of the Association and must be returned according to the instructions given by email prior to your rental. Failure to return the key may result in a delay or forfeiture of the return of my deposit. If the keys are lost, I understand the cost of replacing the keys will be deducted from my deposit. I agree that until the final walk-thru has been conducted, the condition of the specific amenity is my sole responsibility.
7. I acknowledge that rights to rent/utilize the facility will be disallowed if I am in arrears as to any assessment or fee due the Association.
8. I will submit **payment** in the form of **two (2) checks** to cover the **non-refundable rental fee** and **cleaning and damage deposit**. Rental fees: **Clubhouse:** \$40; **Pavilion:** \$25. Refundable cleaning and damage deposit is \$50. Both checks are payable to the **HAMILTON TOWNSHIP HOA**. A \$50 refundable damage deposit is required with every reservation. The non-refundable rental fee will be waived if approved by the Board and attendance is open to all Hamilton Township residents.
9. Fee is due and payable upon the submission of this Application and Rental Agreement, no later than ten (10) days preceding the planned function. I understand that the payment includes a \$50.00 cleaning and damage deposit, refundable under the circumstances described below.
10. I understand that the aforementioned cleaning & damage deposit of \$50.00 will be used to pay for cleaning costs and any and all damages resulting to the specific amenity, its contents, or any other portion of the property for my actions or any actions of persons present at, attending, or in any other way related to my function. I agree to notify AIO of any damage or cleaning problems within 24 hours (send email to clubhouse@allinonemgmt.com). I understand that any charges made against my deposit are at the discretion of the HT HOA Board. If costs of repairs 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 written explanation of the damages and a bill from the Association for such repairs. I agree that all deposits, fees, and expenses incurred by the Association as a result of the use of the specific amenity 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, Bylaws, and relevant Georgia statutes. Subject to the noted deductions, the deposit will be refunded in whole or in part by mail.

11. **Children's events** must be chaperoned by adults (ratio of 1 adult to every 8 children), including children 18 and younger. An adult is defined as a person over the age of 18 responsible for the safety & well-being of the children involved.
12. I agree to clean the specific facility after use and to return the amenity to a re-rentable condition in order to have the \$50.00 deposit shredded. **No "day after" clean-ups are allowed.** The amenity must be secured, all doors closed and locked, lights turned off, thermostat turned down, and keys returned to lock box and scrambled.
13. **Cleaning** includes floor swept/mopped, kitchen includes window, sink, back splash, counter tops, and empty/clean refrigerator, stove, and microwave. All furniture replaced, all tables cleaned, chairs replaced. Wipe walls, woodwork and doors if needed. All garbage bagged and deposited outside the clubhouse in the dumpsters located in the parking lot, and all exterior signs, which may have been posted, are removed. I will provide my own trash bags & cleaning materials.
14. The entire interior of the specific amenity is a **non-smoking facility**. Swimming attire is not permitted inside the Clubhouse. Helium balloons and candles/lanterns/votives are not allowed in the Clubhouse. No tape or any type of adhesive is allowed on dry wall, moldings, ceiling, or windows.
15. Signs and balloons are permitted in front of the clubhouse during the event. They should not be placed any earlier than 1 hour before the event begins and should be removed during the clean-up immediately following the event.

**Notice of Liability**

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 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 specified HT amenity and its appurtenances. I agree that no alcoholic beverage will be served to anyone under the age of twenty-one (21) years of age. If the Association determines or observes intoxicated guests or minors being served alcohol, the Association reserves the right to terminate the function and to ask my guests to leave.

16. I agree to indemnify & hold harmless the Association, its officers, directors, employees, agents and members, present, past and future, from any and all charges, claims, costs, causes of action, damages and liabilities (including but not limited to attorneys 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 of any other person which arise from or are in any way related to the above activity, rental, or use of the specified HT amenity.
17. I assume all responsibility for the actions and behavior of all persons present at, attending, or in any other way related to my function and agree to be personally responsible for causing all such persons to comply with the Hamilton Township Declaration, By-Laws, and Rules and Regulations. I acknowledge that violation of any provision of the Hamilton Township Declaration, By-Laws, or Rules and Regulations by any person present at, attending, or in any other way related to my function, may, in the sole discretion of the Hamilton Township Board of Directors, result in forfeiture of my deposit.
18. I understand that I am being granted the exclusive use the of the HT amenity for the time period described above, subject to the right herein reserved by the Association to enter the specified HT amenity and terminate my use thereof should the conduct of any person using the facility endanger the health, safety or well-being of any person or constitute a threat to any property.
19. I am at least 21 years of age and will be in attendance at my function. I agree and represent that the specified amenity will be used for lawful purpose only and that if any conduct at the function I am sponsoring violates federal, state or local laws or ordinances, my rights to the specified HT amenity under this Agreement shall terminate and the Association shall have the right to take possession of the specified HT amenity and instruct my guests to leave the property.
20. I understand that my reservation of the specified HT amenity on the aforementioned date will not be confirmed, nor will the Agreement be binding until such time as the Association or its agent has executed this Agreement. I have carefully read and understand this rental form and agree to be bound by its terms. Rules and Regulations are subject to change.

By HAMILTON TOWNSHIP HOMEOWNER:

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*Signature of Responsible Owner in attendance* *Date*

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Print Name

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Street Address

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Phone #(s) Email

## HT AMENITY USE CHECKLIST – HOMEOWNER TO KEEP THIS

CLEANING CHECKLIST CAN BE EMAILED TO [CLUBHOUSE@ALLINONEMGMT.COM](mailto:CLUBHOUSE@ALLINONEMGMT.COM) IF ANY CONCERNS.  
RETURN KEYS TO LOCK BOX

The Association wishes that you experience an enjoyable atmosphere at your event. The specified HT amenity has been cleaned and maintained to enhance your event. If you arrive at the specified HT amenity and discover existing damage prior to your use of the specified HT amenity, please immediately contact any Board Member or AIO by email to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com) and provide documentation (pictures if possible) of the concern. By not contacting any of the above persons, you may be accepting the responsibility of the existing damage.

The following furniture is available for use **at the Clubhouse only** and must be returned to the storage room after the event:

- (4) Round folding 60” tables (purchasing tablecloths recommended)
- (24) White folding chairs
- (6) 6 ft folding rectangle tables

This completed specified HT Amenity Use Checklist must be signed and returned to AIO (fax or email) and keys returned to lock box before a full or partial refund of your deposit can be issued.

### Check In Checklist

**I encountered the following problems when I arrived at the specified HT amenity:**

Please check one or more as needed:

- The kitchen was not clean, or an appliance is not working.
- The main area was not clean.
- The restrooms were not clean or working.
- The following items were damaged or missing: \_\_\_\_\_
- Other Problem: \_\_\_\_\_
- or --
- No problems. The specified HT amenity was in good condition and ready for rental.**

### Check Out Checklist

Please check each item off as you clean after your event, add notes as needed:

- Floors** swept and mopped.
- Kitchen** cleaned including stove, refrigerator empty, sink wiped.
- Faucets** shut off; **Oven** shut off.
- All items, including decorations, brought for my event have been **removed**.
- Trash** has been deposited in the clubhouse in the dumpsters located in the parking lot.
- Restrooms** are clean, working, and undamaged.
- All furniture in its original placement.
- Tables** and **chairs** have been folded and stored back in the storage room.
- Lights** turned out; **A/C** – Heat – set on low setting or off.
- Doors **locked**.
- Keys returned to LOCK BOX and LOCK BOX locked.
- AIO **notified** of any damage or cleaning issues – Send email to [clubhouse@allinonemgmt.com](mailto:clubhouse@allinonemgmt.com).