

# Guidelines for Clubhouse Rentals



- ☞ Clubhouse reservations are handled by staff at the Sports Club. Please call the Sports Club at 704-766-0045.
- ☞ You must be a Highland Creek resident and association dues must be current in order to reserve the facility.
- ☞ **The clubhouses cannot be used for any business, religious, charity or commercial purpose.**
- ☞ Prosperity Park - rental fee is \$100 with a damage/non-compliance deposit of \$350. A check for \$50 must be submitted with the contract to hold your reservation. The balance of \$400 must be paid by certified check or money order no later than 30 days before the event. Make check payable to HCCA.
- ☞ Sports Club - rental fee is \$200 with a damage/ non-compliance deposit of \$350. A check for \$50 must be submitted with the contract to hold your reservation. The balance of \$500 must be paid by certified check or money order no later than 30 days before the event. Make check payable to HCCA.
- ☞ \$50 is non-refundable if your party is cancelled.
- ☞ **NO** cash payments will be accepted.
- ☞ Rental contracts/fee/deposit must be dropped off at the Sports Club.
- ☞ Reservations may be booked up to six months in advance on a “first come, first served” basis.
- ☞ **Reservations must be made at least 2 weeks prior to the event.**
- ☞ If consumption of alcohol will be permitted, proof of \$1,000,000 personal liability limit insurance or umbrella policy must be received no later than 14 days before event.
- ☞ If the event is being held for a person between the ages of 15-21, you must provide proof that an off-duty police officer has been hired to be present during the duration of the party.
- ☞ One adult must accompany every 5 persons under 21 years of age.
- ☞ Time slots available for rentals are 11-5pm and 6-midnight. The six hour rental includes your set-up and clean-up.
- ☞ The Sports Club has 10 six foot long tables, 4 card tables and approximately 70 chairs for your use. It also has a full kitchen, sound system, TV and CD/DVD player.
- ☞ Prosperity Park has 6 square tables with 4 chairs each, 1 long table with 6 chairs and approximately 20 extra chairs. It also has a kitchen with microwave & refrigerator.
- ☞ Capacity of the Sports Club is approx. 80 people and Prosperity Park Clubhouse is approx. 50.
- ☞ **If renting Prosperity Park clubhouse for a pool party, wet bathing suits are not allowed in the clubhouse. Guests must be completely dried off.**
- ☞ **Helium balloons, bounce houses, game trucks and grills are not allowed.**
- ☞ **If you are found in violation of the contract, deposit monies will NOT be returned.**
- ☞ Please bring your Highland Creek ID card with you to the Sports Club when picking up a rental contract.