

# BONTERRA VILLAGE

## CLUBHOUSE & GAZEBO RENTAL PROCESS

1. Go to: <http://www.bonterrahoa.com>
2. In the menu across the top, click “Resident Sign In”
3. Click “Sign In” or “New User”
  - If you click “New User”, please make sure to provide your name and Bonterra Village address to begin the registration process. Once management has confirmed your ownership, you will be provided with an initial login & password.
  - If you click “Sign In”, please enter your user name and password
4. Once logged in to the Bonterra Village website, the main page will have templates (at the top of the page) to click on. Hover over “Calendars” and click on “Clubhouse” or “Gazebo” to view the calendar for availability.
5. After checking for availability, fill out the Clubhouse or Gazebo Reservation Form (form is available under the “Resource Center” tab, then the “Rental Forms” tab).  
***\*\*Please note that availability is first-come, first served. Date(s) cannot be held or confirmed until we have received your completed forms and all fees\*\****
6. To secure your reservation, the fees and the completed form should be sent to:  
**Bonterra Village  
c/o Cedar Management Group  
PO Box 481349  
Charlotte, NC 28269  
704-644-8808**  
**(Be sure to submit two separate checks, one for the fee and one for the deposit. Please make checks payable to Bonterra Village HOA.)**  
**NOTE: There is no charge to reserve the Gazebo; however, a completed reservation is required.**
7. Once the application has been received by Cedar Management, you will receive confirmation via email that your date has been secured. Note: If, for any reason, your requested date is no longer available, you may select another date or your fees can be returned.

Please note: The HOA will do their best to respond in one business day of receipt of the application.

***Please use [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com) as your PRIMARY form of communication.***

Do not post on Social Media as this is not monitored by the board or the management company and any requests will go unaddressed.

If any issues arise or you have not received a response from [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com), you may reach out to [board@bonterrahoa.com](mailto:board@bonterrahoa.com) (as a secondary form of contact) or contact Cedar Management Group at 704-644-8808.

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# BONTERRA VILLAGE

## CLUBHOUSE RENTAL AGREEMENT

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Name of Homeowner(s): \_\_\_\_\_

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

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

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Date Request: 1<sup>st</sup> Choice - \_\_\_\_\_ .2<sup>nd</sup> Choice - \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Attendees: \_\_\_\_\_

Amenity Card Numbers: \_\_\_\_\_

**(NOTE: If you do not have amenity access cards/fobs, please reach out to [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com).**

**NOTE: IF YOU HAVE DIFFICULTY ENTERING THE CLUBHOUSE ON THE DAY OF YOUR EVENT, PLEASE EMAIL: [BOARD@BONTERRAHOA.COM](mailto:BOARD@BONTERRAHOA.COM)**

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**Please circle the one that pertains to your rental of the clubhouse.**

Time Slots:                      8AM-3PM                      OR                      4PM-11PM  
Fee for Occupancy:              \$125 (one time slot)              OR              \$200 (all day) \*fee includes I cleaning

Fee for Occupancy: \_\_\_\_\_

Refundable Deposit:    \$250

Total Amount Due with Rental Agreement: \_\_\_\_\_

If you would like the entire day, simply circle **BOTH** time slots. The Fee for Occupancy will then be **\$200** and the Refundable Deposit will stay at \$250.

**NOTE: Your deposit will be deposited and refunded after your event once it's been confirmed the clubhouse has been left in good condition.**

**Clubhouse Access:** YOU are responsible for contacting the scheduler at least 2 business days prior to your event by emailing [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com) to obtain the process on entering the clubhouse. Please remember to turn off **ALL** lights when finished with the clubhouse and **LOCK** all the doors. **NO** early set ups are allowed as it might interfere with the cleaning of the facility. Thank you!

**Thermostat:** The combination for the thermostat control box is **787**. At the conclusion of your event, you must return the thermostat back to its original setting.

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**This release is intended to discharge, in advance, the Association and its officers, directors and agents, from any and all liability arising out of/or connected in any way with the rental of the Bonterra Village clubhouse, even though that liability may arise out of negligence or carelessness on the part of the Bonterra Village HOA.**

I assume all risk of personal injury, death, or property loss resulting from any cause whatsoever. I understand that it is my responsibility to follow all of the rules and regulations as I am also responsible for all of my guests. I accept full responsibility for injury, death, property damage, or injury inflicted on others. I agree to give up and make no claim against Bonterra Village HOA, its officers, directors, agents, or employees for any injury to myself or others, death, or property damage regardless of cause, including alleged negligence or fault. I agree that my signature on this waiver and release confirms absolutely my agreement to be bound by all of these terms and others posted.

**Initials:** \_\_\_\_\_

In signing this rental agreement, I agree that I am solely and fully responsible for the conduct of all guests and attendees. I assume full responsibility for any unlawful or illegal activity occurring during the course of the event, including and without limitation, any use of drugs or controlled substances. I assume full responsibility with respect to the service, use, and consumption of any alcoholic beverages during the course of the event and agree to ensure that alcohol is not permitted, served, or otherwise made available to any underage person or intoxicated person.

**Initials:** \_\_\_\_\_

If I desire to rent the Bonterra Village clubhouse and permit the consumption of alcoholic beverages, **I MUST** obtain from my insurance carrier a Certificate of Insurance listing the (name of HOA), Inc. as the secondary insured on the certificate. Proof of liability insurance must have a combined single limit coverage of \$1,000,000 for injuries, death, or damages. You must obtain a general liability, excess liability or umbrella rider to your homeowner policy or obtain a separate policy, provided that it specifically covers host liquor liability. This Certificate of Insurance must be provided no later than seven (7) days prior to the event. **Under no circumstances shall any alcoholic beverage be SOLD at any event held at the clubhouse.**

**Initials:** \_\_\_\_\_

The clubhouse facilities may be rented for private parties sponsored by Bonterra Village homeowners. All clubhouse rentals must stay within their allotted time slot. The clubhouse can be rented by time slot (8am-3pm OR 4pm-11pm) OR for the entire day (8am-11pm). If you would like the entire day, the Fee for Occupancy will then be **\$200** and the Refundable Deposit will stay at **\$250**. In scheduling use of the clubhouse, HOA functions shall take precedence over private parties.

**Initials:** \_\_\_\_\_

I promise to use all of the clubhouse equipment (see Provided List) properly. I will keep the television volume within the required **45 decibel level indoors**. If the television remote is lost or broken, it will be an **automatic \$50 deduction** from the Refundable Deposit.

**Initials:** \_\_\_\_\_

The approved capacity is 100 people. I acknowledge that my party **WILL NOT** exceed the allowed capacity limit. I agree to be liable for any fees associated with a violation from the Fire Marshall, above and beyond my Refundable Deposit.

**Initials:** \_\_\_\_\_

I agree to be present during the entire period of my reservation and to be responsible for the conduct of my guests while they are on HOA property and as well as the time of arrival and departure. **Please put garbage and recyclable in their proper outside containers when cleaning up.** For every 10 guests under the age of 25, an adult over the age of 25 must be present. The clubhouse is a **non-smoking facility** and the Bonterra Village HOA reserves the right to grant or deny rental of the clubhouse.

**Initials:** \_\_\_\_\_

The clubhouse scheduler will officially reserve the facility, subject to availability, once the rental agreement and checks are received by Cedar Management. The rental agreement and checks must be in **14 days prior** to rental date unless prior arrangements are made or if sufficient time is not available. Rental dates are subject to automatic termination by the HOA if the above terms are not met. Rental fee will be **forfeited** if rental is cancelled **2 weeks or less prior** to reserved rental date.

**Rental Fee Forfeit Date:** \_\_\_\_\_

**Initials:** \_\_\_\_\_

I agree not to use tape, nails, tacks, or pins to hang anything on the walls and understand that if I do, I will forfeit my deposit. I will also not leave behind any decorations or balloons. Any extra duties required by the cleaning crew will result in a deduction from your Refundable Deposit.

**Initials:** \_\_\_\_\_

Each homeowner(s) is responsible for cleaning up the clubhouse after their party per the Cleaning Checklist provided in this agreement (see page 6). An inspection will be completed after each party along with confirmation that the key is returned to the lockbox. The Cleaning Checklist is to be checked off by the renter and left on the kitchen counter for review by cleaning crew. The scheduler will be in touch via email if there are deductions to be made from your Refundable Deposit. **Certain supplies are NOT included (see Not Provided List).** The deposit check will be shredded after inspection, if the Cleaning Checklist is approved by the cleaning crew. Other arrangements can be made with Cedar Management for the return of your Refundable Deposit.

**Initials:** \_\_\_\_\_

**The rental fee is \$125 (\$200 if renting ALL DAY) with a refundable deposit of \$250.** The fee does include one cleaning. The HOA requests that you submit these payments in **TWO SEPARATE CHECKS**- one for the rental fee and one for the refundable deposit. The rental fee will be used by the HOA to help with maintenance costs, administration fees, and clubhouse supplies. The deposit check will be held until after the inspection. If the clubhouse is left cleaned and undamaged, the deposit check will be shredded, unless return arrangements are made with Cedar Management.

**Initials:**\_\_\_\_\_

**Refund of Security Deposit Policy:** The security deposit is refundable upon confirmation that the facility was left clean and undamaged. ANY COSTS INCURRED IN EXTRA CLEANING OR REPAIRING THE FACILITY WILL BE DEDUCTED FROM THE SECURITY DEPOSIT. By signing this agreement, the homeowner/renter hereby agrees to be responsible for any and all costs incurred in repair of the facilities to its condition prior to the subject event, which shall not be limited to the amount of the deposit.

**Initials:**\_\_\_\_\_

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**Please initial the statement that pertains to your rental of the clubhouse.**

**NO** alcohol will be served at my event.

**Initials:**\_\_\_\_\_

Alcohol is to be served. I have also obtained the necessary forms and submitted them to Cedar Management.

**Initials:**\_\_\_\_\_

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I/We, the homeowner(s) have read and is/are familiar with the provisions of the above Bonterra Village HOA Clubhouse Agreement and the rules of the facilities. In turn, I/we agree to comply with all of the above. Any, and all, issues are my/our responsibility.

\_\_\_\_\_  
Homeowner Name, Printed

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeowner Name, Printed

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

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Checks should be made payable to: **BONTERRA VILLAGE HOA**

**Check #1:** \$125 rental fee (\$200 if renting ALL DAY)

**Check #2:** \$250 conditional refund deposit

Please submit the rental agreement, rental fee, deposit, and insurance policy (if applicable) to:

**Bonterra Village HOA c/o Cedar Mgmt. Group**

**PO Box 481349, Charlotte, NC 28269**

**(704) 644-8808**

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Please note: The scheduler will do their best to respond in one business day. Please use [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com) as the **PRIMARY** form of communication.

**DO NOT CALL THE SCHEDULER OR POST ON SOCIAL MEDIA.**

If any issues arise during your event or there is an emergency, please contact Cedar Management at (704) 644- 8808 or email to [board@bonterrahoa.com](mailto:board@bonterrahoa.com). If after hours, please follow the emergency lines instructions. If it is not an emergency, document any issues and email them to [BonterraAmenities@mycmg.com](mailto:BonterraAmenities@mycmg.com). Also, at any time the fees, rules, and regulations may be amended.

# CLEAN UP CHECKLIST

The HOA does provide a cleaning service after each event. However, several events may be booked **back-to-back** in the clubhouse and therefore, it is necessary for the homeowner to leave the facility **generally clean** so it can be turned over in a timely manner. Otherwise, part of your refundable deposit will cover any extra cleaning that is required. **Please complete and sign this form after your rental and leave it out on the kitchen counter. Thank you!**

- \_\_\_\_\_ Kitchen cleaned: counter tops, sinks, stove top, oven, and microwave
- \_\_\_\_\_ Refrigerator cleaned and empty (no food or drinks left behind)
- \_\_\_\_\_ Tables and chairs cleaned as well as all furniture returned to its original place
- \_\_\_\_\_ Floors swept (no food crumbs or drink spots)
- \_\_\_\_\_ Surrounding grounds in order to include all trash, cigarettes, decorations, etc.
- \_\_\_\_\_ Empty trash cans and deposit garbage in the large roll-away containers outside
- \_\_\_\_\_ Television remotes (2) returned to table with cable box; television turned off
- \_\_\_\_\_ Inspect general overall condition of facility (no balloons/decorations left behind)
- \_\_\_\_\_ ALL four (4) doors are locked (into bathrooms, out to pool [2], and main door)

Renter Notes: \_\_\_\_\_

**REMEMBER:** In the rental agreement, you initialed a section stating that you agree not to use tape, nails, tacks, or pins to hang anything on the walls and understand that if I do, I will forfeit my deposit.

\_\_\_\_\_  
Homeowner Name, Printed

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

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Cleaning Crew Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## PROVIDED LIST

The Bonterra Village HOA has provided some additional equipment for use during rentals. The equipment is meant to be used in a friendly and proper manner. If any damage occurs to the equipment, it will come out of the refundable deposit. These items are counted **before and after** each event. Please **DO NOT** tape anything to the equipment and make sure the items are cleaned before being put away. Hopefully, this list will also aid in the planning & decorating of your event. These items are in addition to the clubhouse furniture.

6 Round tables\*

2 Rectangle tables\*

(\*Tables are located in the hallway near the water fountain)

45 Folding chairs (located in side room closet)

5 Television remotes (Spectrum & Samsung Blu-Ray remotes) & 2 Ceiling Fan remotes

**Please DO NOT use anything additional in the side room closet as it is Social Committee/HOA property.**

## NOT PROVIDED LIST

Cleaning supplies (i.e. paper towels, soaps, sponges, cleaning sprays, trash bags, etc.)



# BONTERRA VILLAGE

## RENTAL & CLEANING SCHEDULE

Morning Rental (8am-3pm)

Evening Rental (4pm-11pm)

All Day Rental (8am-11pm)

RENTALS	CLEANINGS
Morning w/ NO evening rental	After 3pm same day
Evening rental w/ NO rental NEXT day	Any time next day
Evening rental w/ rental NEXT morning	Before 9am next day
Evening rental w/ rental NEXT evening	Before 5pm next day
Morning & evening w/ NO rental NEXT day	3pm-5pm same day & any time next day
Morning & evening w/ rental NEXT morning	3pm-5pm same day & before 9am next day
Morning & evening w/ rental NEXT evening	3pm-5pm same day & before 5pm next day
All Day rental w/ NO rental NEXT day	Any time next day
All Day rental w/ rental NEXT morning	Before 9am next day
All Day rental w/ rental NEXT evening	Before 5pm next day

For any inquiries pertaining to the Clubhouse cleaning, please contact:

Cedar Management Group  
 (704) 644-8808  
[clubhouse@mycmg.com](mailto:clubhouse@mycmg.com)