



Initial Here:

NAME OF HOMEOWNER:

ADDRESS OF HOMEOWNER:

CONTACT PHONE NUMBER FOR OWNER DURING EVENT:

CLUBHOUSE RENTAL AGREEMENT

TERMS AND CONDITIONS

Revised April 20, 2026

RENTAL OF THE CLUBHOUSE IS EXCLUSIVELY FOR THE HOMEOWNERS OF 5401 NORTH RESIDENTIAL OWNERS ASSOCIATION AND THEIR GUESTS.

BEFORE THE EVENT:

To reserve the 5401 Clubhouse, a reservation must be submitted through the community website at www.5401north.net. The renter must be in good standing (assessments current and no previous rental infractions). If at any time during the Reservation Period the Homeowner is not in "good standing", the reservation will be suspended or cancelled.

Rental Fee and Deposit: The rent is \$200. A refundable security deposit of \$400 is required in advance of the event. The rental fee is due at the time of the reservation, and the deposit is drawn several days before the event. Any issue with payment of rent or the deposit will result in cancellation of the reservation.

Insurance Requirements

Renters must provide proof of event liability insurance covering the date of use. This policy must have \$1,000,000 in General Liability and list the HOA/community association as an additional insured party. If alcohol is to be present, liquor liability coverage will also be needed. These policies are easily obtained online at a nominal fee. **Proof of event liability insurance must be provided within 7 days of the rental.** Failure to provide the event insurance at least 7 days prior to the rental will result in the rental being cancelled. To help, here are some providers that offer short-term event insurance:

EventHelper, Markel Event Insurance, Progressive Special Event Insurance

Alcohol: If alcohol is served on the date of the event, a "Host Liquor Liability Agreement" form must be filled out, **signed and notarized.** This form must be provided to the management team along with the clubhouse rental agreement. ALL ALCOHOLIC BEVERAGES MUST BE CONTAINED IN THE GREATROOM, FOYER, OR SURROUNDING DECK. NO EXCEPTIONS.

**In the event of an emergency contact Elite Management Emergency line at
866-814-4072**

DURING THE EVENT:

The 5401 North homeowner, listed on this form, MUST always be present during the event. The clubhouse is the sole property of 5401 North Residential Owners Association, Inc. and should be treated as such.

Rental period: The date of the event, the clubhouse, great room and kitchen are available to the renters for the period from 8:00 am to 10:00pm. This includes decoration and clean-up time. All functions and the use of the facility (including the parking lot) must cease by 10:00 pm. Renters and all guests must not be gathering or in use of the property after this time. No requests to come in the day before or after to setup/clean-up will be granted without rental of the space for an additional date. [Note that many weekends there are rentals back-to-back]

Start and end photos: Photos of the clubhouse at the beginning of your event and at the end are required. **[There will be an administrative charge for failure to provide photos.]** The clubhouse may have back-to-back rentals at any time. The association is not responsible for anything left behind from a previous rental. Please allow enough time before your event to ensure the clubhouse is in good shape. Cleaning may be required before setting up your event.

Spaces included in rental: Rental of the clubhouse is limited to the great room, bathrooms (beyond kitchen) and kitchen space. Rental DOES NOT INCLUDE USE OF the pool, pool deck, fitness center, pavilion, board meeting room, or the playground. Event guests should not gather in the areas outside of the front or back doors and should use these only for ingress and egress. **Failure to follow this policy will result in a fine to be determined by the Board of Directors. At no time during your event should the emergency door between the great room and fitness center be opened.**

BATHROOMS: It is the expectation that the ladies/men's restrooms will be used for the event; there is no reason for guests to be in the fitness area.

Tables and chairs: In the hallway between the kitchen and pool bathroom are folding tables and chairs available for use during rentals. These items must be cleaned and properly stacked back before leaving.

Association/personal belongings: Use of coffee supplies, disposable cups, k-cups, etc., as well as any items that may be in the refrigerator for use by staff or contractors, is not to be used for rental events.

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Monitoring: The Association will actively monitor the event (in person or via camera) and has the right to have a representative visit the clubhouse during the rental to make certain the Homeowner is present and to observe if all rules and regulations are being observed. Upon observation of any rule violations, the representative has the right to enforce the stated rules by necessary means, including end the function, or contact law enforcement for assistance if necessary. Any violation of the rules may result in the loss of the rental fee and full deposit.

Access: Homeowners must have an active access credential (app, fob, card) using the system that was implemented in April 2026. In the kitchen cupboard is a small fish bowl that holds an envelope with 2 cards that have been specially programmed for use during events. One of the keys can be used to UNLOCK front, back or bathroom hall doors so that hosts don't have to open the door for each guest. If making use of this option, it is the renters obligation to then use the LOCK key to lock the doors at the end of the event. **AT NO POINT SHOULD ANY DOOR BE LEFT PROPPED OPEN.**

Private Event: There is a sandwich board in the corner of the great room near the office. In that same location should be stored a corrugated sign with PRIVATE EVENT notated. Please feel free to use this signage to indicate to clubhouse visitors that the space has been rented.

Ecess noise: In compliance with the City of Raleigh Noise Ordinance and in consideration for the members using the other amenities and neighbors of the clubhouse, we again require that windows and doors are to be kept closed during events and any music or other noise is at a reasonable level so as not to disturb area residents.

Problematic decorations and devices: Rice (as confetti), birdseed, paper or foil confetti, flower petals, fog machines, glitter, etc. are strictly prohibited inside the clubhouse. ALL balloons must be removed at close of the function. Helium balloons shall not be used in conjunction with the ceiling fans in motion. If balloons are left in the clubhouse there will be minimum \$25.00 charge per balloon deducted from the security deposit. (Helium ballons will come down if sprayed with water using a spray bottle).

STANDARD AMENITY RULES:

- A responsible person must be with guests at all times. The maximum capacity of the clubhouse is 75 people. The renter is responsible for guest behavior and compliance with community policy.

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- Pets, bicycles, skates, and skateboards are not permitted in the clubhouse or on the front or back porches.
- Smoking/Vaping is not permitted inside the clubhouse nor on the porches/patios.
- Appropriate attire should be worn at all times. No wet bathing suits are allowed inside the Great Room of the clubhouse.
- Do not tamper with thermostats inside of the clubhouse and keep the doors closed.
- No tape or push pins, nails, etc. may be attached to the walls or molding or used on the walls inside or outside of the clubhouse.
- The use of leaning ladders to hang decorations are not permitted.
- Use of any gas, electric, charcoal, griddle, or portable grill inside or on the decks of the clubhouse is strictly prohibited. No open flames are permitted except Sterno cans for chafing dishes. Electric warming trays are permitted.
- Use furniture with care. No standing, jumping, or other abuse of furnishings.
- The clubhouse kitchen is not stocked with kitchen utensils, cutlery, tablecloths, and paper products. It is the renter's responsibility to supply these items as necessary.
- The homeowner will be held accountable for the action(s) of all rental event participants.

END OF EVENT:

Cleanup: The clubhouse kitchen is stocked with limited cleaning supplies and trash bags. Clear bags are to be used for the recycling container. Attached at the end of this agreement is a guide to be used for checking that the space is returned to original state. Furniture must be returned to its original configuration and all personal items removed.

If any items in the facility, which are the property of 5401 North, are missing, damaged or used in excess, a deduction from the security deposit will result. Furniture and décor from the interior of the clubhouse may not be removed.

Reconciliation of Security Deposit

Refund of any amount of the security deposit payment will be made only after rental inspection by management or the board and be held until after your rental inspection checklist and the photos are provided after the clubhouse has been cleaned from the event

I have read and am familiar with the provisions of this License Agreement and the Rules of the facilities and agree to comply with the same.

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CANCELLATION POLICY: Cancellations within 30 days of the reserved date will result in a \$50.00 deduction from the rental fee. Rescheduling after an application and deposit are received will be charged the \$50.00 cancellation fee and renter will be responsible for forwarding the balance of the rental fee for the new event.

TYPE OF EVENT:

AGREED AND ACCEPTED:

I HAVE READ AND AGREE TO ALL OF THE TERMS OUTLINED IN THIS AGREEMENT.

Homeowner name:

Homeowner address:

Homeowner signature:

Date of signature:

Alcohol use:

We will not be serving alcohol

We will be serving alcohol and have included the signed and notarized

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Owner Inspection Guide

- All trash; debris and decoration (including balloons) removed from the interior of the clubhouse including the bathrooms, great room, and kitchen space.
- Replace trash bags in all trash receptacles inside the clubhouse (bags are in lower kitchen cabinet, use clear bags for recycling bin)
- All trash and debris removed from the exterior of the clubhouse including the parking lot and front and side lawns
- All counters, tables, and surfaces wiped clean
- All bathroom surfaces wiped clean including counters, sinks, and toilets/urinals
- All floors swept/mopped if needed
- All furniture returned to its original position
- Kitchen cleaned and free of food, including inside of refrigerator and microwave, sink
- All the lights, fans turned off
- All doors and windows closed and secure
- Key card lock/unlock returned to cabinet over sink.
- No balloons are left in the rafters.

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