



**ANCHORS LANDING CLUBHOUSE RULES & REGULATIONS**  
**PRIVATE PARTIES**

**Clubhouse Address: 182 Greens Road, Granite Falls, NC 28630**

**Clubhouse Manager:** Heather Barnhardt (828-446-7718) *hbarnhardt012@gmail.com*

**Private Party Coordinator:** Lindy Davis (828-446-9774) *Lindy.davis@skillcreations.com*

**Private Pool Party Coordinator:** Brittany Erby (828-455-7844) *brittany.l.erby@gmail.com*

**GENERAL INFORMATION**

- The clubhouse can be reserved for private parties and events by **property owners** who are in good standing with the ALHOA. Property owners CANNOT reserve the clubhouse for their friends or acquaintances. Property owners must be present at all times when hosting a party or event.
- Anchors Landing Clubhouse is a **smoke-free facility**.
- Under no circumstances will anyone be allowed to spend the night, or otherwise use the clubhouse for a motel room, bedroom, or any other “guest quarters” type of use.
- The Clubhouse will only be available to person(s) reserving the clubhouse on the day of the event (Clubhouse hours are 8:00 AM – 11:00 PM). **Prior or post day entry** for decorating, clean-up, etc. is not permitted.
- All cars must be parked in the **parking lot**, not in the circle or roads. Two handicapped parking spots are available outside the clubhouse.
- Clubhouse **deck and bathrooms** will remain available for use by residents at all times.
- Clubhouse reservation **does NOT include pool access** for party guests.
- Clubhouse **Maximum Capacity:** 65 inside, 48 outside deck

**RESERVATION PROCEDURES**

1. You must contact the **Private Party Coordinator** at least two **(2) weeks in advance** for any reservation. Reservations are scheduled on a first come, first serve basis only.
2. Complete the **CLUBHOUSE RESERVATION AGREEMENT for PRIVATE PARTIES** (found on website)
3. Pay a **\$90 non-refundable usage fee**. Make checks payable to “Anchors Landing Homeowners Association” (ALHOA) and mail to ALHOA, PO Box 3598, Mathews, NC 28106 along with necessary forms. Or you can pay the \$90 electronically by logging into AL website at, Anchorslanding.net, go to amenities tab at top, click on Payment for amenities to find the line item called “Clubhouse Rental Fee”. If a call or

email is received, canceling the event **at least three (3) days prior** to the date reserved, fees will be reimbursed. Both the agreement form and fee must be received before the date can be reserved on the community calendar.

### **GUIDELINES/AGREEMENT FOR CLUBHOUSE USE**

1. A **security deposit of \$150.00** is required and must be paid prior to, or on the day of the event. Persons reserving the clubhouse agree that the security deposit in the amount shown above will be applied to any breakage, damage, loss of property or damages to the grounds, or violation of rules, which may occur during the event, and, if the security deposit is less than the sum necessary to pay for such damage, the persons reserving the clubhouse will pay any excess amount due within fifteen (15) days of notification. **Within fifteen (15) days of the conclusion of the event, the persons renting the clubhouse shall be refunded such amount of the security deposit that is not necessary to make any repairs to or clean the property resulting from the use of the property.**
2. The clubhouse will be unlocked at an agreed time prior to your function. You will sign an **Inventory Sheet**, indicating that all items are present and in good condition. The person(s) making the reservation are jointly and severally liable for any damage to, breakage of, or theft of, any property listed on Inventory Sheet, as well as the facility and grounds.
3. **You are not permitted to bring extra tables and chairs into the clubhouse.** Only the folding tables and chairs, stored at the clubhouse, can be used (see Inventory Sheet on the website). Clubhouse furniture, pictures, lamps, and other accessories can be rearranged, but they CANNOT BE REMOVED FROM THE LARGE ROOM.
4. **Deck furniture** cannot be removed from the deck. There are two designated folding tables that can be used outside.
5. You are permitted to use plates, serving dishes, or utensils located in the cabinets and drawers in the kitchen. **You must supply your own paper / plastic disposable products.**
6. Children and adults with **wet bathing suits or clothes MUST NOT** sit on indoor clubhouse furniture.
7. Person(s) reserving the clubhouse agrees to **assume all responsibility** for any illness or injury resulting from the event (including food poisoning and alcohol consumption) and for loss of the property of any guest or other person at the event. Further, person(s) reserving the clubhouse agrees to indemnify Anchors Landing Homeowners Association and its agents and assigns from any loss, liability, or damage that occurs as a result of this Agreement and releases the Anchors Landing Homeowners Association from any and all claims arising in connection with the rental of the property. The person(s) reserving the clubhouse also assume responsibility for damage or theft to the Anchors Landing clubhouse property, equipment, and/or materials caused by anyone entering the premises as a result of said event and will reimburse the Anchors Landing Homeowners Association for such expense.

8. The Clubhouse Manager has the discretion to cancel a reservation due to extenuating circumstances. If it becomes necessary for the Anchors Landing Homeowners Association to **cancel this Agreement** prior to the scheduled event, then such sums as have been previously paid by person(s) reserving the clubhouse shall be refunded.
9. The Private Party Coordinator will provide a **temporary gate code** for your guests to use on the day of your party. Alternatively, your guests may call you directly on the gate directory for access. **DO NOT POST THE GATE CODE ON THE GATE KEYPAD or PROVIDE YOUR PERSONAL GATE CODE TO YOUR GUESTS.**
10. **No pets** are allowed inside the clubhouse.
11. **Guests are NOT allowed on privately owned boat docks.** They can access the community dock, which is the dock farthest to the right. You are responsible for the actions of your guests on all Anchors Landing property.
12. No smoking is permitted inside the clubhouse or on the deck. Smoking is allowed only in the designated **smoking area outside on the other side of the pool pump house.**
13. **No helium balloons** are allowed in the clubhouse.
14. No nails, hooks, pushpins, staples, masking tape, or duct tape can be put into or on the walls. **Painter's tape is allowed.** Nothing can be tied to or hung from the large chandelier.
15. Remove all **trash.** Trash should be in plastic garbage bags; not loose. Also, all signs, balloons, etc. that would direct your guests to the clubhouse, must be removed -- this includes the area of the Greens and Granada Farms.
16. Clubhouse must be cleaned and closed by **11 pm.**
17. Violations of these rules will result in forfeiture of part and/or all of the **\$150.00 security deposit.**



## RESERVATION AGREEMENT FOR PRIVATE PARTIES

Reservation Date \_\_\_\_\_ Approximate # of Guests \_\_\_\_\_

Type of Event \_\_\_\_\_

Opening Time (to include decorating) \_\_\_\_\_ Closing Time \_\_\_\_\_

# Tables \_\_\_\_\_ # Chairs \_\_\_\_\_ Needed (Refer to **Inventory Sheet** for availability of items)

**PERSON(S) RESERVING CLUBHOUSE:**

Name: \_\_\_\_\_

Lot No. \_\_\_\_\_

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

\_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

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

I have *carefully reviewed* **ANCHORS LANDING CLUBHOUSE RULES & REGULATIONS for PRIVATE PARTIES** and agree to the contents therein on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Signature: \_\_\_\_\_

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**ANCHORS LANDING HOMEOWNERS ASSOCIATION, INC.**

By: \_\_\_\_\_ Fee paid \_\_\_\_\_ Check/Confirmation # \_\_\_\_\_

**Authorized Signature**

**Gate Code** \_\_\_\_\_

**ANCHORS LANDING CLUBHOUSE CHECKOUT LIST**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

*For a full refund of your security deposit, each item must be completed & checked off*

**Exterior Deck**

- \_\_\_\_\_ Remove trash & place in trash cans
- \_\_\_\_\_ Wipe off table tops
- \_\_\_\_\_ Remove all decorations
- \_\_\_\_\_ Return deck furniture to original positions
- \_\_\_\_\_ Turn off grill & clean, if used
- \_\_\_\_\_ Turn off ceiling fan, if used

**Kitchen**

- \_\_\_\_\_ Wash & put away the clubhouse serving dishes & utensils used.
- \_\_\_\_\_ Leave used towels on the kitchen counter to be laundered.
- \_\_\_\_\_ Turn off/unplug and clean any appliances used
- \_\_\_\_\_ Remove all belongings from refrigerator
- \_\_\_\_\_ Take all bagged trash to outside containers
- \_\_\_\_\_ Insert new trash bags into containers (located inside kitchen closet)
- \_\_\_\_\_ Remove grounds from coffee maker (if used)
- \_\_\_\_\_ Broom sweep floor
- \_\_\_\_\_ Wipe all counters
- \_\_\_\_\_ Clean microwave & oven, if used

**Great Room**

- \_\_\_\_\_ Return all furniture & furnishings to original positions
- \_\_\_\_\_ Place folding chairs on carts & folding tables in coat rack hallway (if used)
- \_\_\_\_\_ Remove all decorations
- \_\_\_\_\_ Broom sweep floor
- \_\_\_\_\_ Turn off all interior lights (including bathrooms & hallway) – **KEEP FANS ON**
- \_\_\_\_\_ Move dehumidifier out from the wall & **make sure it's turned on during warmer months only**
- \_\_\_\_\_ Turn off gas logs, if used
- \_\_\_\_\_ Return thermostat to its original setting if it had been changed (**62 degree winter and 80 degrees summer**)
- \_\_\_\_\_ Make sure all doors & windows are locked
- \_\_\_\_\_ Leave guest key (if used) in top right drawer of kitchen peninsula
- \_\_\_\_\_ Exit through the door to the bathrooms. **Lock that door.** Depart building via outside door.
- \_\_\_\_\_ **Please initial here**

*Thank you for keeping our clubhouse in good condition for all of our residents!*

ANCHORS LANDING HOMEOWNERS ASSOCIATION, INC.

Inspected & Approved By: \_\_\_\_\_ Date \_\_\_\_\_

Authorized Signature

**ANCHORS LANDING CLUBHOUSE INVENTORY SHEET**

NAME \_\_\_\_\_ DATE \_\_\_\_\_

*Please indicate if there are any damaged or missing items*

**Furniture**

- 1 Leather Couch
- 1 Tan Chair with pillow
- 4 Leather Chairs
- 1 Round Table (by Kitchen)
- 1 Coffee Table
- 1 End Table
- 1 Wicker Basket Table
- 1 Round Dining Table with 6 chairs
- 1 Parquet Chest of Drawers
- 1 6-foot Potboard Server with 3 drawers
- 3 Bar Stools
- 1 Wooden Rectangular Table
- 1 Large Decorative Trunk
- 4 Wooden TV Trays with stand

- 1 Fire Extinguisher
- 1 Paper Towel Holder
- 2 Coffee Makers
- 1 Spoon Rest

**Other**

- 1 Remote Control for Fireplace
- 1 Dehumidifier

**Outside Deck**

- 2 Square Metal Tables  
with glass tops
- 2 Rectangular Metal Tables  
with glass tops
- 20 Metal Patio Chairs
- 1 Wooden Picnic Table
- 1 Wooden Table by grill
- 1 Propane Grill with cover
- 1 Round Table with 4 chairs & umbrella

**Accessories**

- 3 Door Mats
- 1 Deer Table Lamp
- 1 Pinecone Lamp
- 1 Pinecone Floor Lamp
- 1 Hanging Basket of Flowers above mantel
- 1 Hanging Mirror
- 7 Floral Arrangements
- 2 Glass Lanterns
- 3 Candle Holders
- 1 Wooden Duck
- 1 pottery bowl
- 1 Wall Picture
- 1 Bowl Pinecones
- Holiday Decorations, when appropriate

**Comments:**

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**Folding Tables & Chairs**

- 4 Rectangular Folding Tables (sizes 30 x 70)
- 2 Rectangular Folding Tables (sizes 30 x 72)
- 2 Card Tables (sizes 34 x 34))
- 33 Folding Chairs
- 2 (6-ft) benches

**Signature:** \_\_\_\_\_

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

**Kitchen**

- 1 Wall Clock