

**Indigo Plantation POA  
Clubhouse Rental Agreement**

-----  
I hereby reserve the Indigo Plantation POA Clubhouse for use on \_\_\_\_\_ starting at \_\_\_\_\_  
Through \_\_\_\_\_ for: \_\_\_\_\_  
(birthday party, holiday party, etc.).

Access to the Clubhouse is granted by a lockbox code provided at the time of rental.

The lockbox is located on the left post closet to the tennis court. Clubhouse hours are 6 am to 10 pm.

- I hereby submit payment (if applicable) in the amount of \$50 (1-5 hours) or \$75 for (5 plus hours) payable to Indigo Plantation POA to cover the cost of the rental fee (events that are over 50% homeowners are free).
- I acknowledge and will abide by the Clubhouse Rules attached to this form and further agree to be responsible for damage to the facility and its contents beyond normal ordinary wear and tear.
- I agree to accept all responsibility of use of the clubhouse. All damages will be the sole responsibility of the renting party (homeowner).
- In the event of an accident or injury, I, the homeowner, will be responsible for the liability insurance deductible.

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

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

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

Homeowner Phone: \_\_\_\_\_

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

Homeowner Typed or Signed Signature: \_\_\_\_\_

\*\*\*\*\*

CEPCO Representative:

Rental fee received: \_\_\_\_\_ Check number: \_\_\_\_\_

Download, sign and mail or email form with any required rental fees to:

CEPCO  
1628 Doctors Circle,  
Wilmington, NC 28401 ■ Phone 910.395.1500  
[admin@cepco-nc.com](mailto:admin@cepco-nc.com)

## Indigo Plantation Clubhouse Rules

1. Payment is due (if required) prior to receiving lockbox code. No exceptions.
2. The property owner, renter, who makes the reservation must be present during the function and will be responsible for the property during the event and cleanup. In the event the clubhouse sustains damage or is not cleaned properly (see point 10), the sponsor (property owner/renter) will be responsible for repairs and/or additional cleanup cost. Failure to pay bill may lead to loss of clubhouse privileges, and/or potentially legal recourse.
3. The pool is not part of the rental. While it can certainly be used, it will stay open for other owners and their guests.
4. Smoking is not permitted in the clubhouse.
5. Please provide your own paper products, eg., cups, napkins, etc.
6. Please, no tape or thumbtacks on walls.
7. There are long tables in the supply closet which you may use. Please, clean them & return them to the closet when you are through.
8. When the designated parking area is full, please have guests park on the clubhouse side of Cottage Creek Road.
9. Music and entertainment should be limited to the inside of the building. Please ensure that music/entertainment ceases by 10 PM and that all vehicles vacate by 11 PM.
10. Cleanup must be completed by 9 AM the next morning or additional cleanup fee might be charged. Cleanup will include:
  - Vacuum carpets.
  - Wash all dishes, etc. & put them away.
  - Mop kitchen floor & wipe counter tops, range, etc.
  - Clean windows to remove any handprints, marks, etc.
  - Leave bathrooms clean & be sure inside deadbolts are locked. Place trash, including from the bathrooms, in the appropriate trash bins outside.
11. Clubhouse key must be returned the lockbox IMMEDIATELY following your event. Please respect the rights of the property owners surrounding the clubhouse and pool by not parking on their lawns and by keeping noise to a minimum. With everyone working together we can all enjoy our facilities.

Thank you and have a good time!