



SOUTHBRIDGE
HOMEOWNERS ASSOCIATION

5710 Ogeechee Road, Suite 200, Box 225
Savannah, GA 31405

**GUIDELINES FOR SPECIAL EVENTS
IN SOUTHBRIDGE AMENITY AREAS
(Whispering Pines Park, Ball Field and Playground)**

These guidelines apply to those Southbridge Residents who desire to reserve one of the Southbridge Homeowner Association amenity areas for exclusive use and to establish a fee and deposit structure to defray associated maintenance expenses.

PERMITTED USE

Southbridge Residents in good standing (dues current, no covenant violations) who are twenty-one years of age or older or the Southbridge Homeowners Association (hereafter SBHOA or Association) may host and sponsor an event held in Whispering Pines Park, the Park/Ball Field, or the Playground. Only the following uses and activities are permitted:

1. Small private parties, SBHOA-sponsored events and other social functions
2. Weddings
3. Team practices (Park/Ball Field only)

Note: There will be no commercial sale of goods and services on SBHOA property, except for occasional SBHOA-sponsored events.

RESERVATIONS

A Resident must comply with the SBHOA covenants and all applicable State and County laws. Any violation may result in the forfeiture of deposits.

Reservations are on a first-come, first-serve basis. The submission of the maintenance deposit and tent/turf deposit, if applicable, and a signed acknowledgement of this form are required to confirm a reservation. The date(s) requested cannot be guaranteed until the deposit, fee and the acknowledgement are received by the SBHOA. The unconsumed portions of the deposits are refundable.

Reservations should be submitted at least one month prior to the event date and must be accompanied by a brief description of the event, including type of event, activities included, expected attendance, tent or table usage, entertainment, duration of event, and whether food will be served. The Association will confirm reservations directly with the Resident.

INSURANCE AND FEE

The Association has Liability insurance that extends to the park. A certificate of this liability coverage can be provided upon request. The Association insurance protects only the Association and is not intended to cover the users of the park. Hence, it is the exclusive amenity area user's responsibility to obtain any necessary additional coverage to protect themselves. The exclusive amenity area user shall indemnify and hold harmless the Association, its officers, and employees for any and all liabilities arising from their use of or operations at the amenity area.

SETUP AND CLEANUP

Setup for events cannot begin before 8:00 AM on the scheduled day of the event. Breakdown and cleanup after the event are the sole and full responsibility of the Resident and is not the responsibility of the Association. Events

must end by 9:00 PM or earlier to allow for breakdown and cleanup to be completed by 10:00 PM, no exceptions. Any additional items used in the setup, such as tables, chairs, tents, etc., are the responsibility of the Resident and must be removed following the event. When items (i.e. tents, tables) are used for weekend events, they must be removed by noon on the day following the event. All trash accumulated during the event must be removed from the amenity area immediately after the conclusion of the event. If additional receptacles are needed for the event, the Resident is responsible for obtaining, paying for, and disposing of such receptacles.

MAINTENANCE DEPOSIT

Any Resident desiring to sponsor an event in an amenity area shall pay a maintenance deposit of \$300.00 to the SBHOA. The deposit will be set aside to cover the cost of damages to and the unusual cleaning of the amenity area or any adjoining property which may result from an event. Any such costs which exceed the deposit shall be assessed and paid by the Resident in addition to the deposit amount. Any such amount not paid within thirty days may be treated as an assessment against the Resident under the covenants affecting Southbridge, including lien rights in favor of the Association.

At the conclusion of the event, the Resident must return the amenity area to its original condition. If the Resident has not cleaned up the amenity area and restored it to its original condition, the Association will retain the deposit or a portion thereof and charge the Resident any additional amounts that are required to recover Association expenses for site repair and cleanup. Unconsumed portions of the maintenance deposit will be promptly refunded.

TENT AND TURF DEPOSIT

When a tent is placed in the Park, a refundable damage deposit of an additional \$300.00 must be submitted at the time of reservation. Prior to a tent being placed in the amenity area and setup, the Association must be informed of the intended placement and must approve same. A seven-day recovery period must be allowed between tent placements. Recovery time begins once the tent is removed from the amenity area. Any staging to be erected must be approved by the Association. All staging equipment must be removed from the amenity area within 36 hours after the conclusion of the event and before the next scheduled event.

FOOD AND BEVERAGE

The Resident is responsible for all actions of a caterer or other vendor, when hired, and for its agents and employees. Any hired caterer or vendor must have a valid business license and insurance. The commercial sale of goods and services on SBHOA property are prohibited, except for occasional SBHOA-sponsored events. The SBHOA, or its officers or employees, shall not sell, furnish or serve any beer, wine or alcoholic beverage at any time on SBHOA property.

SOUND/NOISE LEVEL

For the benefit and quiet enjoyment of the property owners adjoining the amenity area, the sound or noise level should be kept within reasonable limits so as not to disturb other Southbridge residents. Please be courteous to your neighbors and mindful of the Chatham County noise ordinances.

VEHICULAR TRAFFIC

Vehicles must always remain on pavement. Vehicles that are loading or unloading cannot block any entryway, sidewalk or adjacent driveway. Any deviations may result in the forfeiture of deposit and cost of repairs, if necessary.

Parking is limited to one side of the street in the designated area. If additional parking is required, Residents must make prior arrangements, along with their own transportation means, for shuttling their guests to and from the amenity area.

