

# OAKHURST HOMEOWNERS' ASSOCIATION

## Reservation Form for The Manor House (305 Grand Oak Boulevard)

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

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

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

Member Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

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

Date of Rental: \_\_\_\_\_ Start Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Description of Event: \_\_\_\_\_

Number of Guests: \_\_\_\_\_ (Guests may not exceed 75) \_\_\_\_\_ (initials)

The Oakhurst Manor House is owned by the Oakhurst Homeowners' Association. ***This reservation does not include occupancy or use of the pool or pool area and shall not be used under any circumstance by the lessee*** \_\_\_\_\_ (Initials).

The Oakhurst Manor House is available for rental to members in good standing of the Oakhurst Homeowner's Association. Good standing are those members who are current with all **HOA assessments**.

The member that rents the Manor House shall be present at all times during the rental period and shall monitor all guests to obey the stated rules and expectations of this contract. The member (lessee) shall be responsible for all damages to the Manor House, including appliances, cabinets, tables, chairs, walls, porch, and floors. If the deposit does not cover the damage, then the lessee member will be responsible for any or all financial damage to the Manor House that exceeds the amount of the deposit. Further, the renting member shall be responsible for cleaning all tables and chairs, removing all decorations, cleaning all cabinets and appliances \_\_\_\_\_ (initials).

The Oakhurst Homeowners' Association or their representatives and/or assigns shall not be liable for any acts resulting in personal property damage, bodily injury, or other acts by member's guests. It is important for the member to control all persons who enter the Manor House \_\_\_\_\_ (Initials).

### RENTAL FEES & DEPOSITS (Note: 2 separate checks, 1 for deposit and 1 for reservation fee)

Reservation Fee: \$250.00      Deposit Fee: \$500.00 (See policy statements regarding Deposit)

Weddings and Wedding Receptions:

\$1,500 Reservation

\$1,500 Deposit

NOTE: Checks must from deeded homeowner's account and payable to **Oakhurst POA**

I certify that I have read and understood all parts of this contract and will agree, by signing to all terms of this contract.

\_\_\_\_\_ (Member) \_\_\_\_\_ (Date)

\_\_\_\_\_ (Member) \_\_\_\_\_ (Date)

# Homeowner's Manor House Rental Checklist

1. Call Homeland Neighborhood Management to verify date availability and eligibility.
2. Download Application and upon completion mail form and checks to Homeland Management
3. Application and Reservation are not complete until all blanks and signatures/initials on contract are completed, and Manor House board member and Homeland has approved and confirmed dates.
4. Once this process is complete, you will receive a door code from Homeland the day before your event. Door code will be active beginning at 8:00 am the day of the event. You will not be allowed in the Manor house after midnight the day of your rental unless you receive permission from the Manor House board representative.
5. Checklist for the Manor House:
  1. Keep all doors closed when air conditioning/heat is on.
  2. Thermostat is to remain at 70 degrees or above during summer
  3. Make sure stove and oven are off
  4. When event is over, return thermostats to 55 in the winter and 80 in the summer.
  5. Return all tables and chairs to storage area, clean stacked properly.
  6. Remove all food and drink from the refrigerator/freezers, stove, and cabinets.
  7. Remove all decorations brought in for the event (reminder that no tape is to be on walls)
  8. Turn off all lights and ceiling fans making sure all doors to outside are locked.
  9. Remove all trash from premises.
  10. Using code instructions lock Manor House front door.
  11. No Smoking or use of illegal drugs including marijuana in the Manor House!
  12. Parking is permitted in the parking lot only. NO PARKING ON THE GRASS.
  13. No admission shall be charged, and Manor House is not open to the public but limited to member's guests.
  14. Music for the event is to be limited to only the inside of the Manor House.
  15. MAXIMUM capacity for Manor House is 75. Event will be closed immediately if this safety rule is violated.
  16. The doors leading to pool area are to be locked at all times during rental.

***THE POOL IS NOT TO BE USED FOR ANY MANOR HOUSE RENTAL EVENT. VIOLATION OF THIS RULE WILL RESULT IN LOSS OF DEPOSIT AND FINE. MEMBER WHO IS RENTING MANOR HOUSE WILL BE RESPONSIBLE FOR ANY VIOLATION OF THIS RULE BY THEIR GUESTS.***

***Note: video cameras record all activities in the Manor House inside and outside.***

## 6. CONTACT INFORMATION

- Should a non-emergency occur, please call, or text the Manor House Board Member.
- Should there be an emergency, dial 911 and give them the address of the Manor House (305 Grand Oak Boulevard, Clinton, Mississippi).

**FAILURE TO COMPLY WITH MANOR HOUSE RULES CAN RESULT IN FORFEITURE OF DEPOSIT AND FINE ASSESSMENT FOR DAMAGES THAT EXCEED THE DEPOSIT AMOUNT INCLUDING DENIAL OF FURTHER USE OF THE MANOR HOUSE.**

MEMBER SIGNATURE STATING THAT THEY HAVE RECEIVED AND ACKNOWLEDGE THIS DOCUMENT

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



# Oakhurst Homeowners Association



I am the new board member responsible for all Manor House rentals. I have received your request to rent the Manor House on 06/07/2025. To avoid the loss of your deposit here are the things that I will look for when I inspect after your rental:

- Front doors are locked/secured (when locking door before leaving, you must push any button to secure the door).
- Both glass doors leading to pool have remained locked.
- Pool area was not used (NOTE: security cameras are on at all times)
- Stove is off
- Refrigerator is empty
- Chairs have been returned to cart and tables neatly stacked as found
- Thermostats have been returned to 78 degrees for summer and 58 degrees for winter and the fans are in the AUTO position.
- No decorations left from event
- No tape on walls, woodwork or fireplace
- Check fire extinguishers to be sure they haven't been discharged
- No parking on grass for any reason
- Trash is emptied and removed from the premises (no trash in parking lot)
- No more than 75 guests in attendance
- Cleaning supplies are not provided by the HOA
- Homeowner/renter must be on the premises at all times.
- Make sure counters and sinks in kitchen are clean and toilets are clean
- No cooking outside of Manor House
- If maid service is needed \$150.00 will be deducted from your deposit

Your door security code will be sent to you via email from Homeland prior to your rental date. Please check to make sure you have your code prior to rental. You must type that code and the green checkmark to open the door using your code. Your code will only be active until midnight on the date of your rental.

Thank you,

Wanda Holmes  
Oakhurst HOA Board  
Cell: 601-573-8341

Oakhurst Homeowners Assoc.  
305 Grand Oak Blvd.  
Clinton, MS 39056

Homeland Management Co.  
Phone: 601-326-7325  
(info@homelandmgt.com)