

**PRESTON VILLAGE COMMUNITY ASSOCIATION  
PICNIC SHELTER/GAZEBO RENTAL AGREEMENT  
301 Preston Village Way  
Cary, NC 27519**

The Preston Village Picnic Shelter and Gazebo may be rented for private events sponsored by Preston Village homeowners. All Shelter and Gazebo rentals are limited to the hours of 7:00 AM to 10:00 PM. In scheduling use of the Shelter and/or Gazebo, COA functions shall take precedence over private functions. The picnic shelter has 10 extended tables for your use. Electrical power may be activated from the rest room. Rental of the Picnic Shelter and/ or Gazebo requires a \$50.00 rental fee check and a \$100.00 security deposit check. Please submit **two separate** checks.

Only members of the Association may arrange rentals of the recreational facilities. The sponsoring Preston Village homeowner(s) must be present for the duration of an event. These members will be directly responsible for use and treatment of the facilities during the rental period. These facilities must be left in a clean, undamaged condition to avoid any additional costs. All trash must be picked up, bagged and placed in the trash receptacles within the picnic area. Any additional trash at the picnic shelter should be placed in the collection bins located inside the fenced area next to the shelter bathrooms. At least one person over the age of 21 is required to be in attendance during the entire rental period for every four (4) event attendees under the age of 18.

The COA management company, PPM, will officially reserve the facility, subject to availability, upon receipt of the Picnic Shelter/ Gazebo Rental Request Form, filled out in its entirety, the \$50.00 rental fee check and the refundable \$100.00 security deposit check. Securing availability of the Picnic Shelter and/or Gazebo may be done by contacting Katie Wood at (919) 848-4911, Ext. 131 or at [Katie@ppmral.com](mailto:Katie@ppmral.com). If the desired dates and times are available, a tentative reservation will be set up. Please note that reservations cannot be made more than three (3) months prior to the desired event date. The times indicated verbally at the time of tentative reservation **MUST** be adhered to. ***Back-to-back rentals of the recreational facilities are possible, so initially indicated time-frames must be honored to ensure that all residents have an opportunity to enjoy them.***

The rental is confirmed only after PPM has received the request form, rental fee and security deposit, at which time the confirmed rental will be posted to the online calendar at [www.prestonvillage.com](http://www.prestonvillage.com). Mail or deliver your completed Rental Request Form, rental fee check and security deposit check to PPM, Attention: Katie Wood, at 11010 Raven Ridge Road, Raleigh, NC 27614. The rental fee and deposit must be received in conjunction with the application (*Page 2 of this document*) at the PPM, Inc. office. Please make checks payable to **PRESTON VILLAGE COA**. *Please note that your rental is NOT CONFIRMED until your request form, rental fee and security deposit checks have been received.*

Rental of the Picnic Shelter and/or Gazebo includes non-exclusive use of the playground. The lake can be used for fishing, however, there are no boats permitted. Use of the parking lot is for residents and guests only while visiting the playground, shelter and lake. Prior to the event date, you will receive an emailed confirmation with information pertaining to the facility and your rental.

The \$100.00 refundable deposit will be returned to the reserving homeowner(s) upon completion of a post-event inspection unless any repair or unusual cleaning is required to restore the area to its normal condition. The security deposit check will be returned after the cleaning checklists are returned to PPM, Inc.

**PRESTON VILLAGE COMMUNITY ASSOCIATION  
PICNIC SHELTER/ GAZEBO RENTAL REQUEST FORM**

Homeowner(s) Name: \_\_\_\_\_

Homeowner(s) Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_ **(Required)**

Please Select One:                  Picnic Shelter \_\_\_\_\_                  Large Gazebo \_\_\_\_\_

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

Rental Time: \_\_\_\_\_ To: \_\_\_\_\_

Purpose:                  Business Meeting: \_\_\_\_\_

                                 Business Social: \_\_\_\_\_

                                 Neighborhood Social: \_\_\_\_\_

                                 Club or Organization: \_\_\_\_\_

                                 Private Party: \_\_\_\_\_

                                 Other (Describe): \_\_\_\_\_

                                 No. of People: \_\_\_\_\_

This rental requires a Town of Cary amplified sound permit:                   Yes                   No

I, the undersigned Preston Village homeowner, am requesting to rent the Preston Village Picnic Shelter and/ or Gazebo for the date and times indicated above. My signature certifies that I have read, understand and agree to the rental policies and procedures, as well as the rental fee and security deposit. If my rental request is accepted, I agree to abide by these policies and procedures and to pay all applicable fees and deposits. It is understood and agreed that I am accepting responsibility for the Picnic Shelter and/ or Gazebo (including the private bathroom) during the rental period, and will be fully responsible for all costs incurred by the Association to repair any damage. I also understand that the Picnic Shelter and/ or Gazebo are in a residential neighborhood and that undue commotion, including loud music, is strictly prohibited.

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

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

## **Review on day of Rental**

There are a couple of things you will need to know prior to your upcoming Picnic Shelter rental. Your KEY FOB for the pool will allow access to the bathroom that faces the playground; you will NOT be sent a key for access. The parking lot side bathroom will be open for the duration of your event; you WILL NOT need a key to access this bathroom. If your event is an evening event or should you need power while you're at the picnic shelter, there is a switch to turn on both outlets in the parking lot side bathroom to the right of the cabinet on the wall. **It is imperative that you make certain that this switch is in the OFF position at the end of your event.** The parking lot side bathroom is kept open remotely only during the duration of your event. If your event exceeds the time listed on your agreement, you will no longer have access to that bathroom. *If it is found that you failed to turn the power off upon your exit, your security deposit will be retained at the discretion of the Board.*

Please be advised that all tables need to be wiped down and the floors must be swept. All trash must be picked up, bagged and placed in the trash receptacles within the picnic area. Any additional trash at the picnic shelter should be placed in the collection bins located behind the shelter. There are some trash bags kept in the parking lot side bathroom; however, it is recommended that you bring extras. There is a supplies cabinet located in the parking lot side bathroom in the event you should need extra toilet paper. If brooms are needed, they can be found in the parking lot side bathroom as well.

Please be considerate and adhere to your requested time slots. There may be other homeowners using the shelter immediately following your function, so please have the shelter cleaned as soon as possible following your event. Your voided \$100.00 deposit check will be sent back upon a satisfactory inspection of the area and receipt of the pre- and post-event checklists. Please do not hesitate to contact me with any questions and/or concerns at [Katie@ppmral.com](mailto:Katie@ppmral.com).

On day of rental should you experience any problems, please feel free to call PPM on call line and we would be happy to assist you @ 919-848-4911 and follow the prompts.

Thank you for your cooperation, and have a great time!

*You are responsible for completing both the Pre- and Post-Rental Checklists for the return of your \$100.00 security deposit check.*

**Preston Village Picnic Shelter/ Gazebo Pre-Rental Checklist**

**PLEASE COMPLETE UPON ARRIVAL TO THE PICNIC SHELTER/ GAZEBO AND RETURN TO PPM, INC. FOR RETURN OF YOUR DEPOSIT!**

- |   |     |    |
|---|-----|----|
| 1) Are picnic tables (10) and benches in their proper positions?          | Yes | No |
| 2) Is there any used charcoal left in the grills from previous functions? | Yes | No |
| 3) Is the private bathroom clean and in order?                            | Yes | No |
| 4) Are the toilets in working order and functioning properly?             | Yes | No |
| 5) Is the breaker switch in the OFF position?                             | Yes | No |
| 6) Is there any trash already in the trash receptacles?                   | Yes | No |

Please briefly describe the general condition of the Picnic Shelter/ Gazebo upon your arrival:

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***This checklist must be completed prior to the start of your function. Please make note if any adverse situations exist upon your arrival to the Picnic Shelter and/ or Gazebo and report any problems to PPM when handing in this Pre-Rental Checklist.***

*You are responsible for completing both the Pre- and Post-Rental Checklists for the return of your \$100.00 security deposit check.*

**Preston Village Picnic Shelter/ Gazebo Post-Rental Checklist**

**PLEASE COMPLETE UPON DEPARTURE FROM THE PICNIC SHELTER/ GAZEBO AND RETURN TO PPM, INC. FOR RETURN OF YOUR DEPOSIT!**

\_\_\_\_\_ Please remove tablecloths/ covers. Due to incidences of vandalism and inappropriate graffiti being written on the picnic tables, it is suggested that you bring table covers, especially if children are to be present.

\_\_\_\_\_ Please make certain that all picnic benches are returned to their original location.

\_\_\_\_\_ Please make sure that all used charcoal is removed from grills and disposed of properly. Please do not dispose of hot charcoal in the garbage; please wait until they are cooled. Please make certain that the grills are safe and clean before departing.

\_\_\_\_\_ If your event required use of the lights and the breaker switch was turned ON, ***PLEASE MAKE SURE THAT IT IS TURNED OFF BEFORE LEAVING THE PICNIC SHELTER AREA!!!***

\_\_\_\_\_ All trash must be picked up, bagged and placed in the trash receptacles within the picnic area. Any additional trash at the picnic shelter should be placed in the collection bins located behind the shelter. There are some trash bags kept onsite, however, it is recommended that you bring extras.

**Please be considerate and adhere to your requested time slots. There may be other homeowners using the shelter immediately following your function, so please have the shelter cleaned as soon as possible following your event.** Please report any problems to PPM.

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

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

Date of Rental: \_\_\_\_\_

Please return this checklist, accompanied by the Pre-Rental Checklist to:

PPM, Inc.  
Attn: Katie Wood  
11010 Raven Ridge Road  
Raleigh, NC 27614