



# CAROLINA BAY

## Application to Reserve Essex Pavilion

2318 Eagle Creek Dr, Charleston, SC 29414

1. All homeowners will be required to fill out the reservation application and complete along with a \$100 security deposit.
  - The security deposit must be in check form. (Checks must be made out to Carolina Bay POA)
  - The application and security deposit must be submitted to the Association office 7 days prior to the reservation date and before being secured on the community calendar.
  - If the facility doesn't meet the cleanup requirements, the \$100 security deposit will be cashed and applied toward cleaning up the facility. Owners who do not comply with cleanup or any guidelines could potentially run the risk of losing the privilege to reserve the facility for private reservations in the future.
2. Homeowners Association dues must be current in order to reserve the pavilion for private use.
3. Reservations can be made for the following hourly increments:  
(RESERVATIONS ARE ONLY PERMITTED FOR ONE TIME SLOT PER DAY)  
(The 3 hour time window does include all setup and breakdown time for private parties.)
  - 10am-1pm
  - 4pm-7pm
4. Once party is over, all party members must vacate the reserved area.
  - No reservations on holidays/holiday weekends.
  - Pool will be open to community regardless of reservation.
  - All parties of 10 or more people are required to submit a reservation.
  - No more than 30 people per party including adults and children.
  - Adequate supervision is required for children.
  - Failure to submit a reservation may be subject to fining.

**ALL TRASH MUST BE REMOVED AND TAKEN WITH YOU FOR DISPOSAL. DUMPSTERS AND ASSOCIATION TRASH CANS MUST NOT BE USED FOR TRASH DISPOSAL.**

### COVID RESTRICTIONS

- A list of all prospective guests shall be provided along with the application in order to support contact tracing efforts in the event of a COVID+ attendee.
- Food and beverages provided for consumption must comply with safety measures including no buffets, no food or beverage sampling/sharing/tasting, and no shared utensils.
- Your guests must comply with Association rules and guidelines.

*PLEASE COMPLETE THE FOLLOWING PAGE*

Return form and deposit check to:  
Carolina Bay POA - 201 Sigma Drive Suite 350, Summerville, SC 29486



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*By completing this reservation form, you agree to adhere to all reservation rules and understand you are responsible for your guests. Please complete section below and submit to the Association Office with the \$100 Security Deposit made payable to Carolina Bay POA.*

**Member's Name:** \_\_\_\_\_

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

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

**Nature of Reservation:** \_\_\_\_\_

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

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

**Prospective Guest List:**

Time Slot Requested:

10:00am-1:00pm

4:00pm-7:00pm