

Use of Lodge Common Area Facilities
for All Special Events
Checklist

To Use the Lodge Common Area Facilities property owners must:

- ☐ Make All reservations for the use of Firefly Cove POA common area Special Events or Weddings by contacting the Board Secretary
- ☐ Complete and sign the SPECIAL USE OF COMMON AREA AND FACILITIES AGREEMENT request form. **See Form A**
- ☐ Complete and sign the WAIVER OF LIABILITY FOR USE OF COMMON AREAS AND FACILITIES. **See Form B**
- ☐ For the Use of the Lodge Common Area Facilities for All Events (except Weddings) **See Form C**
- ☐ For the Use of Lodge Common Area Facilities for Weddings **See Form D**
- ☐ Pay the Security Deposit of \$250 at least 10 days prior to the event
- ☐ Pay the rental fee (unless fee is waived) at least 10 days prior to the event

Form A

SPECIAL USE OF COMMON AREA AND FACILITIES AGREEMENT

The Firefly POA offers its property owners the use of its common areas and facilities for an event or wedding 9:00am – 9:00pm, (Maximum 4-hour duration for any one event, except weddings which can be maximum 5-hour duration)

This agreement is made between the Firefly POA and the Firefly Cove Property Owner.

Property Owners Name: _____ Lot or Condo # _____

Type of Event: _____ Approximate Number of Guests Attending: _____

If for a Wedding, please check box(es) that apply:

☐ Use of Covered Dock state start time of ceremony _____ am/pm

The Wedding is for

- ☐ Property Owner
- ☐ PO Children, Grandchildren, Parent
- ☐ Non-Property Owner

Date of Event: _____ Times of Event: From _____ to _____

Telephone Number _____

Conditions of this agreement:

1. The property owner must provide a Certificate of Liability Insurance.
2. The property owner agrees to abide by the regulations set forth in Form C - Events or Form D - Weddings.
3. The property owner agrees to clean up the premises after use. All trash must be picked up and disposed of properly. No trash is to remain within the common area or facility. If the Lodge is used the property owner must remain on sight until the last guest leaves to ensure that the facility (wet bar area, great room, public restrooms, etc.) is clean, secure, and in good order.
4. The property owner is responsible for informing and enforcing all community rules applying to the use of the common area.

Property Owners Signature _____ Date _____

Form B

WAIVER OF LIABILITY FOR USE OF COMMON AREAS AND FACILITIES

Use of the Common Areas and Facilities is reserved for the Owners of Lots in Firefly Cove and their invited guests ("User(s)").

Any use of the common areas and Facilities is at the User's sole risk.

The Firefly Cove Property Owners Association and their respective successors, agents, and assigns, including without limitation, the Board of Directors and the members of the Firefly Property Owners Association are all referred to below as the "Indemnified Parties."

As an Owner of a Lot, you agree to the following in connection with any use of the Common Areas and Facilities by or through you:

1. **Waiver of Liability.** I do acknowledge that I and all such Users by or through me waive any liability on the part of the Indemnified Parties for any personal injury, property damage or loss occurring in the Common Areas or Facilities, to the fullest extent permitted by law.
2. **Indemnification and Hold Harmless.** I hereby agree to indemnify and hold harmless the Indemnified Parties from any liability from any loss, claim, award, damage or penalty arising out of any activities by you or any User acting by or through you in the Common Areas or facilities, to the fullest extent permitted by law.

Signature: _____ Signature: _____

Print Name: _____ Print Name: _____

Date: _____ Date: _____

Lot or Condo # _____

Form C

Use of Lodge Common Area Facilities Events

Board Regulation

1. All reservations for the use of Firefly Cove POA common area must be made by the property owner by contacting the Board Secretary.
2. Property owners must complete and sign the "SPECIAL USE OF COMMON AREA AND FACILITIES AGREEMENT" request form.
3. Property owners must provide a "Certificate of Liability Insurance" naming the Firefly Cove COA and Firefly Cove POA as additionally insured. The following are the insurance requirements:
 - Named Insured: Firefly Cove POA and COA, PO Box 303, Lake Lure, NC 28746
 - Each Occurrence: \$1,000,000
 - General Aggregate (other than Products-completed Operations): \$2,000,000
 - Products-completed Operations Aggregate: included
 - Personal and Advertising Injury: \$1,000,000
 - Damage to Premises Rented to You: \$100,000
 - Medical Expense: \$5,000
4. Property Owners must submit a "Compliance" deposit of \$250. Checks should be made out to: Firefly Cove POA PO Box 303 Lake Lure, NC 28746.
5. A rental fee for the use of the Firefly Cove POA common area will be applied as follows:
 - A non-refundable fee of \$150 for Use of Lodge Common Area Facilities for an event for a group of 20 or less.
 - A non-refundable fee of \$300 for Use of Lodge Common Area Facilities for an event for groups between 21 and 50.
 - The Rental Fee will be waived for the first event held by a Property Owners in the calendar year; January 1 to December 31.

6. Limit the number of guests to a maximum of 50 people.
7. The compliance check and rental fee must be submitted at least 10 days prior to the event. If the lodge is left as it was found after the event the "Compliance" deposit will be returned to the property owner within 10 days.
8. The "Common Area" in the Lodge being reserved is defined as
 - the main meeting/seating room that contains the TV
 - the wet bar/pool table room
9. The pool and pool deck shall remain open and available for use by other property owners between 9:00am – 9:00pm.
10. Time of party is limited to between the hours of 9:00am – 9:00pm; (Maximum 4-hour duration for any one event).
11. The lodge is to be cleaned, and everyone is to be gone within one hour after the event has ended or no later than 10:00pm whichever comes first.
12. Music is to be turned off by 9:00pm.
13. No reservations can be made on Memorial Day Weekend, the Fourth of July Week, and Labor Day weekend.
14. The property owner is the first one at the lodge and the last one to leave. The owner must be in the Lodge for the entire time of the party.
15. Exclusive events are defined as, but not limited to, the following: Parties, Regular/Recurring Meetings, Organized Functions, and Receptions. Examples include Birthday, Retirement, Showers, Funerals, Fundraisers.

Form D

Weddings

Board Regulation

1. All reservations for the use of Firefly Cove POA common area for a wedding must be made by the property owner by contacting the Board Secretary.
2. A Property owner must complete and sign the "SPECIAL USE OF COMMON AREA AND FACILITIES AGREEMENT" request form.
3. Property owners must provide a "Certificate of Liability Insurance" naming the Firefly Cove COA and Firefly Cove POA as additionally insured.

The following are the insurance requirements:

- Named Insured: Firefly Cove POA and COA, PO Box 303, Lake Lure, NC 28746
 - Each Occurrence: \$1,000,000
 - General Aggregate (other than Products-completed Operations): \$2,000,000
 - Products-completed Operations Aggregate: included
 - Personal and Advertising Injury: \$1,000,000
 - Damage to Premises Rented to You: \$100,000
 - Medical Expense: \$5,000
4. Property Owners must submit a "Compliance" deposit of \$250. Checks should be made out to: Firefly Cove POA PO Box 303 Lake Lure, NC 28746.
 5. A rental fee for the use of the Firefly Cove POA common area for a wedding will be as follows:
 - A non-refundable fee of \$1,000 for Use of Lodge Common Area Facilities for a wedding for a non-property owner.
 - A non-refundable fee of \$150 for Use of Lodge Common Area Facilities for a wedding for a property owner, a property owner's children, grandchildren, or parent for a group of 20 or less.
 - A non-refundable fee of \$300 for Use of Lodge Common Area Facilities for a wedding for a property owner, a property owner's children, grandchildren, or parent for groups between 21 and 50.
 - The Rental Fee will be waived for the first wedding held by a Property Owners in the calendar year; January 1 to December 31.

6. A wedding is limited to a maximum of 50 people including bride, groom, ushers, attendants, workers and guests.
7. The compliance check and rental fee must be submitted at least 10 days prior to the event. If the lodge is left as it was found after the event the "Compliance" deposit will be returned to the property owner within 10 days.
8. "Common Area" being reserved for the wedding is defined as
 - a. the main meeting/seating room that contains the TV
 - b. the wet bar/pool table room
 - c. the covered dock area (for ceremony only, property owner must specify if intending to use)
 - d. the amphitheater
9. The pool and pool deck shall remain open and available for use by other property owners between 9:00am – 9:00pm.
10. The covered dock area will remain open and available for use by other property owners, except during the period of the ceremony.
11. The length of time of wedding and reception is limited to between 9:00am – 9:00pm. Maximum 5-hour duration for the reception plus the time for the ceremony.
12. Music is to be turned off by 9:00pm
13. The lodge and the common area must be cleaned, and everyone must leave Firefly Cove within one hour after the reception has ended or no later than 10:00pm whichever comes first.
14. The use of the common area for a wedding by a property owner, a property owner's children, grandchildren, or parent can be made for any date except Memorial Day weekend, the week of July 4th, and Labor Day weekend.
15. The use of the common area for a wedding of a non-property owner can only be made for a date from September 15 – May 15.
16. The property owner is the first one at the lodge and the last one to leave. The owner must be in the Lodge for the entire time of the party.