BEAUFORT COUNTY SC - ROD BK 4168 Pgs 0791-0793 2022043262 CAR 07/27/2022 03:44:51 PM RCPT# 1099454 RECORDING FEES 25.00

STATE OF SOUTH CAROLINA)	
)	AFFIDAVIT TO RECORD
COUNTY OF BEAUFORT)	

- I, E. Richardson LaBruce, Esquire do hereby state that:
- 1. I serve as general counsel for Westbury Park Residential Association, Inc.
- 2. This Affidavit is made to record the attached Regent Park Pavilion General Rules and Procedures Form for Westbury Park Residential Association, Inc. in order to meet the requirements of South Carolina Code §27-30-110, et seq. known as The South Carolina Homeowners Association Act which amended Title 27 of the 1976 Code of Laws of South Carolina.

FURTHER AFFIANT SAYETH NOT.

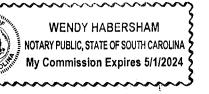
E. Richardson LaBruce, Esquire

SWORN to before me this

Notary Public for South Carolina

day of July, 2022.

My Commission Expires: 5.1.





REGENT PARK PAVILION GENERAL RULES AND PROCEDURES FORM

PRIVATE FUNCTION RENTALS AND USES

Only Westbury Park Residential Association, Inc. ("WPRA") property owners or their properly registered, currents tenants, may apply to reserve the Regent Park Pavilion, including the optional use of the kitchen for limited special function events.

General Use Rules:

- The pool area, fitness center and toilet rooms <u>may not</u> be reserved nor restricted as part of any private function. However, the toilet rooms will be available for attendees of any approved private function.
- Under no circumstances are the pool area or fitness center allowed to be reserved by any individual nor will access be included as part of any private or for-profit function or use.
- The WPRA owner or their tenant (i.e. "Applicant") reserving the facility <u>must be present at the Pavilion during the</u> function.
- Anyone found to be holding a function without a proper application and approval will have their owner's account fined a \$250.00 fee. In the instance an owner's tenant is responsible for this type of unauthorized use, the property owner (i.e. landlord) will be responsible to obtain restitution from their tenant to offset the fine. Fines are subject to late fees and legal collection procedures and related costs, if necessary.
- The Pavilion may not be used or rented for commercial or used specifically for any type of 'for-profit' use.
- All applications must include personal or bank checks for all related fees, made payable to Westbury Park Residential Association, Inc. as detailed below.

Rental Procedures, Requirements & Fees:

- The Pavilion Reservation Request Application or the Pavilion & Kitchen Reservation Request Application must be completed and accompanied by a <u>signed copy</u> of this Regent Park Pavilion – General Rules and Procedures by the Applicant to confirm their understanding and agreement to comply.
- 2. All standard function events* will occur no longer than within a six (6) hour window (e.g. Noon-6:00PM, 3:00PM-9:00PM, etc.), and may only take place between the hours of 9:00AM-10:00PM Friday & Saturday, 9:00AM-9:00PM Sunday-Thursday.
- 3. STANDARD FUNCTION EVENT FEES: the following fee schedules are for standard function events.*

 Cleaning and trash removal may be performed by Applicant or these services are available for an additional fee, as detailed below. Rental for non-standard function events, including those which are longer-than-standard duration events or those which result in more-than-typical cleaning or trash removal services, will be quoted on a case-by-case basis.
 - Pavilion Only \$100 total fee owed with Application, comprised of a \$50 non-returnable rental fee + a \$50 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by Applicant.

 Note: cleaning & trash removal must be completed immediately at the conclusion of the event.
 - Pavilion Only \$225 total fee owed with Application, comprised of a \$175 non-returnable rental fee + a \$50 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by WPRA.
 - Pavilion & Kitchen \$350 total fee owed with Application, comprised of a \$250 non-refundable rental fee + a \$100 refundable security deposit fee (2 separate checks are required), cleaning & trash removal by WPRA (cleaning/trash removal by Applicant-not an available option).

*See Items 6 & 7 below – for exceptions to standard function events.

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- 4. Applicant is responsible all times for their guests including ensuring appropriate guest parking (street-side parking allowed around and near Regent Park) and all other access anywhere else within the Westbury Park Residential property, including but not limited to ingress and egress through the community gates, as long as within all rules and policies of WPRA and the laws of South Carolina. As noted above, access to the pool and fitness center are not allowed by non-residents of WPRA under any circumstance in conjunction with a private function at the Pavilion.
- 5. Loud noises, including overly amplified music will not be allowed.
- 6. No special equipment nor activities that involve third-party rentals or outside individuals hired to perform special services will be allowed without prior written approval and are subject to requirements including, but not limited to, the renter obtaining and providing proof of additional insurance coverage. Examples: Bounce Houses, third-party performers or service providers (e.g. caterers, bartenders, musicians, etc.), sporting events or games of chance, etc.
- 7. No alcohol may be served or sold by a third-party provider without prior written approval and are subject to special permitting and/or additional insurance requirements. Under no circumstances may any alcohol be served to or provided to legally underage individuals, according to South Carolina law.
- 8. Applications will generally not be accepted for private functions during specified blackout dates, such as major holidays or other dates designated on occasion by the WPRA Board of Directors. No function will be placed on the event calendar until the renter's Application has been approved, Use Agreement and Rules and Procedures are acknowledged, additional requirements fulfilled (i.e. special insurance coverage) and all fees have been paid.
- 9. Occupancy limits of the Pavilion facility is limited to no more than 75 people.
- 10. For events that include use of the Kitchen, one access key will be provided and be available for pick up at the community's management office—IMC Resort Services, 181 Bluffton Road, Suite C-103, Bluffton SC) the last, non-holiday weekday prior to the function, between the hours of 9am to 5pm. The key <u>must</u> be returned to IMC's office, in the designated drop box (available 24/7) or in their office no later than the first weekday following the function in order to receive the security deposit payment.

Acknowledgments:

My signature below acknowledges that I have read and understand all the above rules, procedures and requirements as a condition of my application for approval to rent and use the Regent Park Pavilion and further, that my corresponding Pavilion Reservation Request Application or Pavilion & Kitchen Reservation Request Application includes and fully discloses all details of my intended use and all activities which will occur during my rental period. I recognize and accept that I may be subject to additional fees or fines for any property or other types of damages resulting from my use of the property.

Applicant Name: PRINT – first name, middle initial, last name	Today's Date://		
Signature of Applicant:	Contact Phone:/		
Home Address:# & Street			
# & Street	City/Town State Zip Code		
WPRA / IMC Use ONLY	Reviewed/Received by:Date://		
te of Event: Name/Type of Event:			
Standard Function Event Non-Standard	Function Event - details:		
Insuran	ce Coverage Req'd		
Special hours:Other:			
Checks Recv'd: #1: non-refundable fee chk # Amount:_\$			
#2: security deposit fee chk # Amount: \$			
Pavilion Reservation Request Application □ Self-clean/trash □ Clean'g/trash svcs required			
Pavilion & Kitchen Reservation Request App	clication Clean'g/trash svcs required		