

Today's Date \_\_\_\_\_ Event Date \_\_\_\_\_ Description of Event \_\_\_\_\_

### Lake Heritage Community Center Rental Contract

Member's Name \_\_\_\_\_ Lot # \_\_\_\_\_ Phone # \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Time of Arrival \_\_\_\_\_ Departure Time \_\_\_\_\_ # of Guests \_\_\_\_\_

**Please read and initial:**

- I am a member in good standing of Lake Heritage HOA and **will be** present during the entire event.
- Keys are to be picked up at the gatehouse, no earlier than 8 am, and returned to Patrol staff on duty, along with signed Clean-up Check List on the day of the event.
- I acknowledge I am responsible for the conduct of the attendees and guests and hereby holds harmless, indemnify, and agree defend LHPOA, its officers, and employees from any and all claims, losses, damages, and expenses arising from this event or rental regardless of whether or not those claims, losses, damages, and expenses arise from acts, negligence, or omissions of LHPOA.
- I agree to be responsible for the clean-up of all facilities including restrooms and for proper disposal of trash into the parking lot dumpster-green dumpster is trash and red dumpster is recycling (key on C.C. key ring). I have reviewed and agree to abide by the attached Clean-up Check List.**
- I agree to the following:
  - If a reservation is cancelled up to 2 weeks before the date, all money will be refunded.
  - If the cancellation is within 2 weeks of the reservation date, all money will be refunded minus \$20.00.
- NOTHING is to be attached to the walls, windows, door frames, wall sconces, or ceiling with tape, nails, pins, staples, Command Hooks, etc.** I further agree not to bring any confetti or glitter—as clean-up is a nightmare!
- I acknowledge and agree that, in the sole and absolute opinion LHPOA, damage to the premise occurs during my reservation, extra cleaning is required following my event, or the terms of this contract are violated, part or all of my deposit will be forfeited and I may be liable for additional costs in excess of my deposit.
- No furniture from an outside vendor is to be used. Only tables and chairs provided in the Community Center may be used. Tables must be stacked in the closet in a tabletop side to tabletop side and leg side to leg side manner. Stacking tabletop side to leg side is damaging tabletops.
- There is no smoking, e-cigarettes, or vaping anywhere in any building or under the entrance overhangs. Ashes and butts must be placed in the outside receptacles located in the designated smoking area.
- Any items left at the C.C. after 10 days will be disposed of or donated.
- The C.C. must be completely vacated and locked by **11:45 pm on Friday and Saturday and 10:45 pm on Sunday through Thursday**, with no outdoor music/speakers after **10:30 pm** out of respect for our neighbors.
- Only those rented facilities on this Lake Heritage C.C. Rental Contract may be utilized. If it is determined that additional rooms were used, a rental fee will be charged in addition to any other ramifications as may be appropriate.
- Media System Use (deposit for remotes required):** I agree to assume all responsibility to comply with local, state, and/or federal laws regarding the use of copyrighted material and is also responsible for the return of devices such as cables and remote controls.
- I will provide my own dish towels when needed for cleaning of dishes/kitchen area and take them with me when finished.
- I acknowledge the temperature on the thermostat should be **NO LOWER** than 70° and **NO HIGHER** than 80°.

<u>Usage Rates:</u>	<u>Rent</u>	<u>Deposit</u>	<u>Total Due</u>
Main Room including Kitchen	\$195	\$150	<b>\$345</b>
Media System (with Main Room)		\$25	<b>\$25</b>
Small Meeting Room	\$35	\$50	<b>\$85</b>
Kitchen	\$35	\$50	<b>\$85</b>

Rent Paid \_\_\_\_\_ + Deposit Paid \_\_\_\_\_ = Total Paid \_\_\_\_\_

I agree to abide by the LHPOA Rules and Regulations and the terms of this contract.  
I attest that all information is true and correct.

X \_\_\_\_\_ (Renter)

X \_\_\_\_\_ (CC Oversight)

Office Use only:

Date \_\_\_\_\_

Lot \_\_\_\_\_

Check # \_\_\_\_\_

Reservation # \_\_\_\_\_