

## **CLUBHOUSE RESERVATION RULES & REGULATIONS**

- 1.) Owners and Lessees in residence may reserve the second floor of the Clubhouse for private non-commercial social parties, subject to approval of the Manager and a member of the Board of Directors.
- 2.) Any request for a reservation must be made by an authorized occupant in residence who must be present at the party.
- 3.) No reservation will be made for Holidays, unless otherwise approved by a manager.
- 4.) Reservations must be made with the Office Manager at least Fourteen (14) days prior to the date on which the party is to be held. The request must be in the writing on the form, which is provided at the office.
- 5.) Only the second floor may be reserved and used during the party.
- 6.) The Resident Owner and Lessee who reserves the use of the second floor of the Clubhouse, for a private party, will be responsible for cleaning and leaving the facility as it was before use.
- 7.) The Resident Owner and Lessee will be held responsible for any damages incurred or missing items regardless of cost. A deposit of Fifty Dollars (\$50.00) shall be paid to the Office Manager when the reservation is made, which will be used, if necessary, to cover cleaning costs and/or damage to the property. Following subsequent inspection by the Manager, the deposit will be returned by the Office Manager, unless expenses for cleaning or damages have been incurred. The deposit shall be by check payable to "Hidden Lake Villas Condominium Association, Inc"
- 8.) Immediately following approval of the request for reservation of the 2<sup>nd</sup> floor of the Clubhouse, a notice will be posted on all building bulletin boards and outside the clubhouse office, showing the date and hours of the reservation. Reservations will be honored only as entered in the reservation book.
- 9.) All reservations will be subject to a maximum use of Seven (7) hours, including set-up and preparation time. Set-up may not begin any sooner than Two (2) hours prior to the beginning of the party except for when special permission has been granted by the Manager.
- 10.) The individual reserving the party room shall be responsible for locking all doors, and turning off all lights, kitchen appliances, setting the air conditioner to 78, and make sure the heat is off before leaving the premises.
- 11.) The normal closing hour of 10:00 P.M. and all other Rules and Regulations set forth herein shall be observed.
- 12.) The maximum capacity of the second floor is Eighty (80) persons.
- 13.) The kitchen will only be open for reserved activities.
- 14.) Fire exits must not be locked or blocked at any time.

Thank you,

Hidden Lake Villas Association

**CLUBHOUSE RESERVATION FORM**  
**HIDDEN LAKE VILLAS CONDOMINIUM ASSOCIATION, INC.**

I, \_\_\_\_\_, an owner in residence wish to reserve the second floor of the clubhouse for a private non-commercial party on \_\_\_\_\_ (day), \_\_\_\_\_, 20

TYPE OF PARTY: \_\_\_\_\_

NUMBER OF GUESTS INVITED: \_\_\_\_\_

STARTING TIME: \_\_\_\_\_ ENDING TIME: \_\_\_\_\_

SET UP TIME: \_\_\_\_\_

WILL OUTSIDE GUESTS BE PRESENT? \_\_\_\_\_ NUMBER \_\_\_\_\_

WILL KITCHEN FACILITIES BE USED? \_\_\_\_\_

ANY OTHER EQUIPMENT REQUESTED? \_\_\_\_\_

By checking each of the following I am indicating my understanding, acceptance and intention of compliance:

\_\_\_\_ I, the responsible resident owner or annual renter, will be present at the party at all times.

\_\_\_\_ I will be responsible for cleaning and leaving the facility as it was before use. All food must be removed and the second floor of the clubhouse completely cleaned the day of the party or there will be a \$50.00 cleanup charge.

\_\_\_\_ All furniture and equipment shall be put back as before the party. If cloths and towels are used, they must be washed and returned to the clubhouse.

\_\_\_\_ There will be no defacement of any surface. No tape will be used on any surface.

\_\_\_\_ No clubhouse equipment or materials shall be removed from the clubhouse.

\_\_\_\_ Guests who live outside H.L.V. will be instructed to park in designated guest parking spots at the 788 Park Shore Entrance.

\_\_\_\_ All private parties must stop at 10:00 p.m. and clean up should proceed at that time.

\_\_\_\_ Following the party, all trash must be removed, all kitchen appliances and lights turned off and all doors locked.

\_\_\_\_ Reservation of the clubhouse does not allow use of pool, tennis courts or common area except only as provided in H.L.V. Rules and Regulations.

\_\_\_\_ I completely understand that the clubhouse is a non-smoking facility.

As resident owner or annual renter requesting this reservation of the 2<sup>nd</sup> floor of the clubhouse, I am accepting the responsibilities as outlined above and full financial responsibility for any damage or cleaning expenses. A security check deposit in the form of a personal check for Fifty Dollars (\$50.00) payable to H.L.V. Condominium Association is attached. I understand this deposit will be returned to me unless expenses for cleaning or damages have been incurred.

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

Unit: \_\_\_\_\_

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

Resident Manager: Approved \_\_\_\_\_

Board of Directors: Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Disapproved \_\_\_\_\_