

COMMUNITY EVENT RESERVATION FORM

Ashton Hall Homeowner Association (HOA) - 15 Palmetto Circle, Durham NC 27703

Date: _____ Name: _____
☐ AH Committee / ☐ Homeowner / ☐ Tenant (Please print full name)

Address: _____
Street City State Zip Code

Email: _____ Cell#: _____ Home#: _____

Event Information: Room Requested: ☐ Multi-Purpose Room ☐ Loft

Date of Event: _____ (Reservations may occur between 9a-9p Su-Th & till 10p Fr & Sa)

If Recurring: ☐ Monthly ☐ Weekly ☐ Daily (days): _____

Reservation Duration: ☐ 2 Hours ☐ 3 Hours ☐ 4 Hours ☐ 5 Hours ☐ 6/more Hours (reviewed case-by-case)

Reservation (includes time for setup & cleanup): **Start time:** _____ **End time:** _____

Purpose/Activity: _____

Usage of Items: ☐ #Folding Chairs (~45) _____ ☐ # Round Tables (6' 48") _____ ☐ # Long Tables (4' 6') _____
☐ Projector (\$5 usage fee)

Will beer or wine be served? ☐ Yes ☐ No (hard liquor prohibited & no one under 21 may be served alcoholic beverages)

Access Key Card#: _____ **Estimated Attendees:** _____
Adults Youth (under 18)

Other Information: _____

- ☐ I have read the Ashton Hall HOA Clubhouse Handbook rules, policies, and cleaning checklist for Clubhouse reservations found online at the PAMS Cinc Portal. _____
- ☐ I agree to abide by them as written. I understand that I am liable for damages and fines may be assessed.
- ☐ **Damages Addendum:** The homeowner agrees to return the property in the same condition or better or pay a restoration fee to cover HOA costs for having the property professionally cleaned or repaired.

Signature: _____ **Date:** _____

Ashton Hall HOA Clubhouse Community Event Request FYIs:

- Submit your reservation request form online with a minimum of 15 days' notice. Confirmation responses will be made within 3 business days after required information is on file with CMG.
- There is no rental fee for **approved Community events**. Any additional fees must be submitted to Cedar Management Group and confirmed prior to usage.
- Multi-Purpose Room capacity (65) – **Pool, patio & public area usage is NOT included.**
- A community event guest sign-in sheet is required. The event is host-monitored and self-checked clean-up.

After Event Cleaning:

- Remove all trash, debris, decorations, and event paraphernalia at the end of your function.
- Return all furniture including tables and chairs to their original placement. Reserving Homeowners/Tenants are responsible for cleaning and returning the Clubhouse area to the condition it was prior to use.
- Complete the Event Cleaning Checklist and place in the appropriate place.
- **NOTE:** Cleaning supplies (paper towels, dish/cleaning liquids/sprays, sponges, extra trash bags) ARE NOT supplied.