

CAPE TRANQUILITY

ALLEN PARK PAVILION RESERVATION REQUEST

The Allen Park Pavilion is provided for the exclusive use of both Cape Tranquility HOA Members and their guests for events of a personal nature and for HOA Member group events such as the annual community meeting, special meetings, annual 4th of July picnic and fireworks.

To reserve the Allen Park Pavilion, please contact the HOA's Secretary no later than 2 weeks prior to the event to allow for HOA Board review and approval of the Reservation Request. If your plans change, please notify the HOA Secretary as soon as possible.

Events of a personal nature are events for a family or family member such as a birthday party, wedding, family reunion, celebration, cookout and socializing with friends. HOA Member-facilitated events, such as for businesses, organizations, church groups, etc., are not covered by the HOA's commercial insurance and can put the HOA at financial risk; thus, these types of events are not allowed at Allen Park.

When using Allen Park and/or the Pavilion, HOA Members must:

- Be present at all times at the Park with their guests.
- Ensure that there is sufficient adult supervision to monitor any and all children attending their event. This is for the children's safety, especially when they are in the water.
- Have current personal liability insurance on their home or property within Cape Tranquility. This insurance is the primary coverage if a claim is filed for an incident on or damage to HOA property related to the Member's use of the property.
- Be responsible for their guest's behavior during the event.
- Follow all Park rules, as posted at the gate and any other areas of the Park, at all times. The only exception to this is that during a Pavilion Reservation you and your guests may have up to a total of 10 vehicles in the Park and the vehicles must be parked in the designated area marked on the attached Parking Map.
- Make sure their event does not prevent other HOA members from accessing and using the park, beach, boat ramp, fishing pier, and vehicle/boat trailer parking areas.
- Collect and dispose of all trash and garbage immediately following the event, and remove all belongings.
- Leave the Pavilion and park area clean. If necessary, hose off the countertop, tables, and floor, as any food residue will attract ants and flies.
- Be sure all lights and water are turned off and the gate at the Park's entrance is closed and locked. All persons attending the event and their vehicles must be out of the park by 10 pm.

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Please complete the following information:

Date of Event: _____, 20____.

Time of Event including set-up & clean-up: _____ to _____.

Nature of the Event (please specify): _____.

Estimated maximum number of people at the Event: _____.

Please note that **35 is the absolute maximum number of people allowed at your Member event.** This maximum attendance is for HOA insurance purposes and to ensure that other HOA Members can still access and use the park, beach, boat ramp, fishing pier, and vehicle/boat trailer parking during the event.

A deposit of **\$100.00** is required to reserve the Pavilion, either by cash or check, and must accompany this Reservation Request. This deposit will be returned to the HOA Member after the park has been inspected and the Member has adhered to all of the items listed in this form.

By signing below, the HOA Member is agreeing that all information they have provided on this form is correct, and that they will adhere to and honor all of the items listed in this form.

Homeowner's Name (Printed)

Homeowner's Signature

Date

Attachment: Parking Map of Allen Park

For HOA Use: Date Request was received: _____, 20____.

 Date Request was approved/denied: _____, 20____.

Reservation Request is to be approved or denied by the HOA Board within 5 days of being received.

Parking Map Allen Park

