

Heritage Hill Country Association, Inc
Request for Approval of Clubhouse Reservation for a Resident Sponsored
PRIVATE FUNCTION
Effective December 1, 2021

The following information is required for consideration to ensure compliance with Association rules and regulations relating to the requested reservation of our clubhouse for a Resident sponsored Private Function:

Initial:

1. _____ I have obtained and understand the HHC Policies and Regulations for Private Functions and HHC Clubhouse Use Policy.
2. _____ I accept the responsibility to ensure that my attending guests adhere to the Policies noted in #1.
3. _____ I agree to keep my guests out of the pool, spa, exercise room, library, loft, and office.
4. _____ I understand that the sale of any products and/or services is strictly prohibited in the clubhouse.
5. _____ I acknowledge that it is my responsibility to return all facilities and equipment to their pre-event condition and location, **subject to post-event inspection**, as a condition for the return of my damage deposit.
6. _____ I will be in attendance during the entire function.

Briefly describe the nature/purpose of your planned private clubhouse function:

Requested date _____ Approximate start time _____ Ending time _____

Date and Set Up Time _____ Exit time _____

Call Clubhouse Director for walkthrough before exiting the building. Phone: _____

Do you need the gates opened? _____ Start time: _____ End time: _____

Pre-paid fees required for a clubhouse Private Function reservation:

- Usage Fee Number of function participants (50 maximum) _____ @ \$5.00 person = \$ _____
- Setup and Cleaning Fee - - \$300.00
- Damage Deposit - - \$500.00

Please make two separate checks payable to Heritage Hill Country, one for the usage and setup/cleaning fee and one for the damage deposit. Attach the checks to this application and return to the Office for review and approval by three Board members. You will be notified of approval status by our Office Administrator within several days.

The Usage Fee is not refundable unless the function is not approved or is cancelled prior to 72 hours before the event. The Damage Deposit is refundable if the facilities are left with no damage or if the function is cancelled prior to 72 hours before the event. Please follow the rules specified in the HHC Policies and Regulations for Private Functions and HHC Clubhouse Use Policy to assure deposit return. Remember, you assume full responsibility for any liability arising from the use of Heritage Hill Country facilities.

Requesting Member Signature

Approving Board Member/Date

Contact Phone Number

Approving Board Member/Date

Application Date

Approving Board Member/Date

Member Notified: Date _____ Initials _____

Private Party Rental Post -Event Checklist

- Wipe down kitchen, clean sinks
- Wipe down tables and counters
- Empty trash
- Wipe out microwave, refrigerator, ovens
- Remove personal serving dishes, glasses, utensils
- No use of HHC's tablecloths or paper products is permitted
- Any HHC glasses or utensils utilized must be washed and put away
- Wipe up spills, pick up any food on floors
- Tidy bathrooms
- Check that personal items (purses, coats, umbrellas) are removed
- Remove all leftover food and drink from building
- Call Clubhouse Director for inspection after clean up and before exiting building

Name to call: _____ Phone #: _____