

# North Hill

## Rental Agreement – Boardroom

I am a homeowner or resident of North Hill and am applying to rent the Boardroom in the North Hill Amenity Center.

Reservation Date \_\_\_\_\_ [subject to availability and confirmation]

Start Time \_\_\_\_\_ [beginning time, no earlier than 8:00 a.m.]

End Time \_\_\_\_\_ [ending time, no later than 10:00 p.m.]

Please include time needed for setting up for and cleaning up from your event in your reservation request.

My rental of the Boardroom is for  personal OR  business purposes. If the rental is for business purposes, please provide a **certificate of insurance** for \$1MM in liability coverage that includes the North Hill Homeowners Association, Inc., as an additional insured.

\_\_\_\_\_ I understand the hourly rate for the Boardroom is **\$20 per hour**. **The minimum number of hours for which the Boardroom may be rented is 2 hours**; the maximum number of rental hours per day is 12 hours. To allow access to the Boardroom to as many homeowners as possible, reservations over multiple days are discouraged. Overnight rentals require approval of the Board of Directors of the North Hill Homeowners Association, Inc. (the “Association”). The maximum occupancy of the Boardroom is 12 persons.

\_\_\_\_\_ **THE RESERVATION DOES NOT INCLUDE THE LOBBY, THE GREATROOM & KITCHEN, THE FITNESS CENTER, OUTDOOR OR POOL AREAS. A VIOLATION OF THIS RESTRICTION WILL RESULT IN AN ADDITIONAL \$500 FEE ASSESSED TO MY ACCOUNT.**

\_\_\_\_\_ The **reservation fee** is the hourly rate multiplied by the number of hours reserved. The reservation fee will be charged directly to my homeowner account and will be payable with next month’s assessments. Should the reservation fee not be paid timely, I understand the privilege of renting the Boardroom will be suspended until the entire reservation fee is fully paid.

\_\_\_\_\_ In addition, the reservation requires a **security deposit**. Deliver a check made payable to North Hill Homeowners Association, Inc. in the amount of \$500 to the Community Manager at the clubhouse. This deposit ensures at least partial payment for damage to the space and/or for cleaning services if you do not restore the space to pre-event condition. If the space is undamaged and satisfactorily restored to pre-event condition, you may pick up your check from the Community Manager on the next business day after your event or the Manager will shred the check.

\_\_\_\_\_ I further understand that, after my event, **I must clean** the Boardroom and all areas incidentally used so that they are in at least the same condition as when my reservation began. I will return all furniture to its original placement and will use the supplies provided in the closet behind the reception desk to clean all areas used by my guests or me, so they are ready for use by the next party. Any damage to the Boardroom and/or any area in the Amenity Center caused by my presence or my guests' presence is my responsibility.

\_\_\_\_\_ I further understand that the Amenity Center has cameras that will record the event I am hosting to protect the Association from damage to the Amenity Center and to ensure compliance with this Rental Agreement. I hereby consent to the **recording of my event** for these purposes.

\_\_\_\_\_ I further affirm I will be **in attendance** for the duration of my rental period. If my guests or I fail to vacate the premises by the ending time designated above, I understand I will be assessed an additional \$250 fee on my homeowner account. All persons must vacate the Amenity Center by 9:55 p.m. The alarm activates at 10:00 p.m. and will trigger if any persons remain in the Amenity Center at that time. If the alarm is triggered and security or police responds, I understand my account will be assessed the actual cost of that response.

\_\_\_\_\_ I also affirm my understanding that **smoking is prohibited** in and within 20 feet of the Amenity Center. If evidence of smoking, including odor or cigarette butts on the ground or other indicia in or around the Amenity Center, is found, I understand the Association will assess an additional cleaning fee up to \$500 to my account.

\_\_\_\_\_ I also understand that my use of the Boardroom is **not to disturb my neighbors**. Accordingly, I will not permit music to be played at a level that might disturb the peace and tranquility of my neighbors. Nor will I permit other activities that might disturb the peace and tranquility of my neighbors. By way of example, my responsibility extends to ensuring no improper parking, no unruly behavior, no damage to any areas within or around the Amenity Center, no damage to the audio/visual equipment, and/or no damage to the structure of the Amenity Center. I also understand that **no pets or animals** of any kind are permitted in the Amenity Center at any time. If the Association, in its sole discretion, determines that my rental has caused a disturbance, I understand it may assess a fee of up to \$250 to my account and may suspend my privilege of using the Amenity Center up to six (6) months.

\_\_\_\_\_ I understand I will be personally responsible and liable for any loss, theft, injury, damage resulting from the use of the Amenity Center and/or for the activities of my guests. I give the Association permission to charge my account to cover all such costs and fees described in this Rental Agreement. I understand that use of the Amenity Center is a privilege of residing in North Hill which may be suspended if abused or if any fees associated with this Agreement are unpaid.

\_\_\_\_\_ By my initials on each line above and my signature below, I affirm I have read this Agreement, understand this Agreement, and agree to comply with all terms of this Agreement.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Homeowner Name: \_\_\_\_\_

Homeowner Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please complete this form and return it to: [sara.walsh@managementtrust.com](mailto:sara.walsh@managementtrust.com) and [CO@managementtrust.com](mailto:CO@managementtrust.com)

**If any issues arise during your event,  
call 303-750-0994 ext. 2 for assistance.**