

Reservation Guidelines for the Pavilion/Recreation Area Parking

These guidelines along with the Reservation Agreement and Pavilion/Recreation Area Parking Reservation Checklist are provided to facilitate your reservation and cleaning of the area after your event. **A \$50 deposit is required.** An inspection by a board member will take place the day after your event.

PRIOR TO EVENT: Complete the Reservation Agreement and provide a copy along with the **\$50 deposit** to a board member. Please notify a board member of any damage noted prior to the event.

DECORATION REMOVAL: Remove all decorations and any tape used in hanging decorations.

REMOVE TABLES AND CHAIRS USED FOR EVENT: If renting additional tables and chairs, please ensure these have been returned to the proper rental facility or make arrangements for these to be picked up prior to your departure date.

FOOD REMOVAL: Dispose of any food items in the proper outdoor receptacle. Check for food items that may have been left outside and on decks.

FURNITURE: If furniture or any other item was moved in the event, please return it to its original location. Please take care not to scratch or cause damage.

DIRECTIONAL SIGNS: Remove any directional signs placed along roadways to guide guests to your event.

PLACE ALL GARBAGE IN THE PROPER RECEPTACLE: Remove all garbage from the area and take to the street for routine garbage pick-up. After the scheduled pick up of garbage, return the bins to their proper placement. Be sure to thoroughly check the parking area, surrounding landscaping, walkways, bathrooms, and pool area if applicable, for any debris. Remember, items may not be left overnight.

PERSONAL ITEMS: Check prior to your departure for any personal items that may have been left behind.

DAMAGES: Report any damages that may have been incurred during your event. This includes any damages to the Pavilion, landscaping, and surrounding areas.

RETURN OF DEPOSIT: Once the Pavilion/Recreation Area Parking Reservation Checklist has been completed and returned to the board member, the area will be inspected and your deposit will be returned to you, if the clean-up is satisfactory and there is no damage to be addressed. A list of current board members and the HOA's e-mail address can be found at <http://www.hbhoa.com/hoa-information/>.

Reservation Agreement

1. Please indicate below whether your reservation is for the pavilion or solely for use of the recreation area parking.

 Pavilion Reservation (includes use of recreation area parking and facilities)

 Recreation Area Parking Reservation Only
2. Stapling, nailing, gluing, or other damaging attachments should not be used for decorations. Please note that balloons are no longer permitted.
3. In the event the pool is utilized, all posted guidelines will be followed by invitees.
4. The premises will be returned to the condition found prior to the event. Failure to clean-up the premises will result in forfeiture of the deposit.
5. Vehicles will not be left more than 24 hours without prior notice to the board.
6. Please ensure that any guests under 18 years of age are appropriately supervised. Take all reasonable precautions for the safety of guests and protect the property from damage.
7. By making this reservation, it is understood and agreed that the homeowner is responsible for any damage or repairs including those that exceed the amount of the deposit. The homeowner agrees to indemnify and hold the Hidden Beach Homeowners' Association Inc. harmless against all claims, damages, loss, and expenses, including court costs and attorney fees, resulting from the use of the property by the homeowner, its agents, and invitees in association with this reservation.

Homeowners' Signature: _____

Homeowners' Name (Please Print) _____

Hidden Beach Address _____

Homeowners' Address (if different from above) _____

Phone: _____ Email: _____

Date of Requested Reservation: _____

Pavilion/Recreation Area Parking Reservation Checklist

Reservation Date:

	Yes	No		Yes	No
Area Clean			Decorations Removed		
Bathrooms Clean			Rental Furniture Removed		
Bathrooms in working condition			All Foods Removed		
Lights & Fans in working condition			Directional Signs Removed		
Garbage Bins available			Pool Furniture in place		
Pool Furniture in place			Garbage Bins taken to street side		
All Gates Locked			Personal Items removed		
Parking Area Clean			Restrooms clean		
			Lights and Fans turned off		
			All Gates locked		
			Garbage Bins returned to site		
Damages Noted Prior to Event			Damages Noted Following Event		
Deposit Amt:	Date:		Deposit Amt, Refunded:	Date:	
Inspected by:	Date:		Inspected by:	Date:	