



HURRICANE LAKE ESTATES  
PROPERTY OWNERS ASSOC.  
\*\*\*\*\*  
FACILITY RESERVATION  
FORM

Date: \_\_\_\_\_, 20\_\_

Property Owner's Name \_\_\_\_\_ Phase/Lot/Block \_\_\_\_\_  
 (OR Renter w/privileges)

Property Owner's Address: \_\_\_\_\_

Property owner must be present during the event. Private rentals by homeowners are on a first-come first serve bases. All rentals are subject to availability and restrictions. Association and community activities take priority over private rentals. Homeowners must be current on all assessments and charges prior to reservation. **The balance of the rental must be paid in full at least one week prior to the event date, if payment is not made the event will be taken off the calendar and you will forfeit your deposit of \$300.00.**

Area Requested for Rental:

**\*\$300 Security Deposit:** This is a separate check from the balance and will be returned to the Lessee following the final walk through inspection. The HLE Activities Director will determine if there is any excessive clean-up or damage done to the property as a result of your event and, if necessary, the security deposit will be applied towards any needed repairs

\_\_\_\_\_ **Ballroom (Lake side) w/o concession** (max interior table seating of 130 people, additional exterior table seating outside on deck of 30 people) **Kitchen is not included w/rental.**

Friday - Sunday

Parties of 41 or more: \$150.00 hr min 2hrs - each additional hr \$75.00. **Deposit of \$300.00 required for reservation.**  
Parties of 40 or less: \$75.00 hr min 2hrs - each additional hr \$50.00 per hour. **Deposit of \$300.00 required for reservation.**

Monday - Thursday

Parties of 41 or more: \$75.00 hr min 2hrs - each additional hour \$50.00. **Deposit of \$300.00 required for reservation.**  
Parties of 40 or less: \$50.00 hr min 2hrs - each additional hr \$25.00 per hour. **Deposit of \$300.00 required for reservation.**

\_\_\_\_\_ **Ballroom w/concession area**(max interior table 164 people) **Not available for rental during pool season.** **Kitchen is not included w/rental.**

Friday - Sunday

\$175.00 hr min 2 hrs - each additional Hour 75.00. **Deposit of \$300.00 required for reservation.**

Monday - Thursday

\$100.00 hr min 2hrs - each additional hour \$50.00. **Deposit of \$300.00 required for reservation.**

\_\_\_\_\_ **Grassy Area:** 25 people or more. **\$100.00 deposit required.** (\$200.00 per day)

May set up one hour prior to start time and one hour after ending time for clean up. If reserved with the Ballroom the per day fee will be reduced to \$100.00 per day.

\_\_\_\_\_ **Pavilion:** Rental hours: There is a 2 hour maximum per member. Reservations are accepted on a first come first serve basis, at a \$25.00 flat fee, if the area is left unclean, there will be a minimum of \$50.00 assessed as a clean up fee. No guest fees are charged for non-member guests use of the pavilion if accompanied by a member. However, if the guest intend to use the pool they must pay the Daily Pool Guest Fee. For reservation call or email the POA office.

\_\_\_\_ **Pool Party:** (20 person max). \$15.00 per hour, minimum 2 hours, each additional hour \$15.00.

\_\_\_\_ **Volleyball Court:** No Charge, 2 hour maximum time.

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Approximated number of guests \_\_\_\_ Special Requests needs \_\_\_\_\_

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_

Special Requests/Needs \_\_\_\_\_

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**\*\*\*PLEASE READ THE FOLLOWING AND INITIAL BESIDE EACH STATEMENT**

1. \_\_\_\_ Property owner must be present during the event.
2. \_\_\_\_ A reservation includes only the use of the specific facility or part of the facility rented. Rental does not extend to the use of other amenities. All other rules apply.
3. \_\_\_\_ Cancellations: \$100.00 of the rental deposit for ballroom/Grassy will be forfeited if cancelled less than 30 days prior to the event date. Pool Party cancellation must be made within 7 days of the event in order to not be charged for the event or receive a refund. Pavilion cancellation must be made within 7 days of the event. Failure to cancel a reservation for the Pavilion will result in a \$25.00 administration fee. The only exception for pool party or pavilion cancellation would be inclement weather as determined by the POA manager. All changes and cancellations must be submitted in writing or email. No Phone Cancellations.
4. \_\_\_\_ The use of any type of glitter, metallic confetti, paper confetti, straw, rice, birdseed, hay, sparklers, sequins, beads, or other loose material is strictly prohibited in the Westminster Events Center or on the grounds.
5. \_\_\_\_ Property owners and guests will be allowed to access the cafe and restrooms during regular operating hours only. Clubhouse reservations include use of restrooms. Pool restrooms are restricted to pool participants only.
6. \_\_\_\_ User agrees to defend, and indemnify and hold harmless HLE POA and its employees from and against any and all claims, demands, causes of action, or liabilities incurred by HLE POA or its employees, arising from Property Owner's acts or omissions under the Agreement or any act or omission of Property Owner's vendors, employees, contractors, or persons attending the meeting or event with the express or implied permission or invitation of Property Owner except as may arise from the negligence or willful misconduct of HLE POA or its employees. HLE POA will not be held responsible for any losses, damages or injuries. This refers to any loss, damage or injury to person or possessions that may occur at any function held on the property, from any cause, whatsoever, prior to, during, or subsequent to the period covered by the contract. Property Owner will be responsible for the control and supervision of the people in attendance during the use of the facility to ensure no harm is done to persons or property.
7. \_\_\_\_ Smoking is NOT allowed inside HLE Clubhouse, including all hallways, bathrooms, kitchen, and any additional rooms. Smoking is permitted on the outside patio area or the parking area.
8. \_\_\_\_ Smoke machines and foggers that will cause increased moisture inside the facility is also prohibited.
9. \_\_\_\_ NO decorations may be attached to the floors or walls with thumbtacks, staples, tape, or any sharp objects or objects that can damage walls.
10. \_\_\_\_ Only **battery operated candles** are permitted in the clubhouse.

11.\_\_\_\_ At the end of your rental period, the HLE representative will check the facilities with you. Any repairs, cleaning, etc. noted on the HLE Clubhouse Special Instructions and After-Event Clean-Up Checklist form after the inspection by both parties, will be listed and a copy will be mailed to the property owner. Any cost for said repairs, replacement of contents and cleaning, etc. over the \$300.00 deposit will be billed to your POA account. Property owner signing contract must be present at the event since they are responsible for the facility until the building is locked by the HLE representative and key to clubhouse is returned if applicable. The checklist must be followed and completed after each event. If you have any questions or concerns, please call the POA office 653-3100.

12.\_\_\_\_ \* *Deposit and Rental pricing can change at any time without warning.*

SIGNATURE OF PROPERTY OWNER

Property Owner agrees to abide by this Agreement and acknowledges having received a copy thereof. **Property Owner will be held responsible for any damage over and above the \$300.00 deposit** to the Facility or equipment, which occurs through the Property Owner's meeting or event at the HLE Clubhouse and/or HLE Property rented.

By signing below, User acknowledges that he/she has read and agrees to all the above terms and conditions.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Office Employee accepting rental

\_\_\_\_\_  
Date

**Office Use Only**

**Scheduled Work Hrs**

**Employee Assigned to Event:** \_\_\_\_\_

**Note any issues/problems involving this rental** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_