



**HARBOUR VISTA HOMEOWNERS ASSOCIATION
CLUBHOUSE RESERVATION AGREEMENT**

PLEASE DO NOT FAX CLUBHOUSE APPLICATION

Name of Homeowner of Record: _____

Address: _____ Type of Function _____

Telephone: Home () _____ Cell () _____

Reservation Date: _____ Start Time _____ a.m./p.m. End Time _____ a.m./p.m.
(include set-up time) (include clean-up time)

**Available Hours: Sunday - Saturday 8:00 a.m. to 7:00* p.m. -
six (6) hour limit**
(*clean-up must be completed by 7:00 pm)

Reservation Deposit: The reserved use of the Clubhouse is for personal, private or family social functions and not for other outside group type activities. **Within five business days of making any verbal clubhouse reservation**, along with the Reservation Agreement, the homeowner must sign and present **two (2) personal checks or money orders made payable to Harbour Vista Homeowners Association**. The first check in the amount of \$100.00 (\$200.00 if alcoholic beverages are provided) is a refundable security deposit that is held with the application. The second check in the amount of \$25.00 is a processing fee that is deposited. The Board of Directors will do an inspection of the clubhouse after each use.

The security deposit will be returned after a satisfactory inspection of the Clubhouse. The Clubhouse will be inspected for cleanliness, damage and compliance to all Harbour Vista Homeowner Association rules, see Clubhouse Post-Event Checklist. Any damages, etc. will be deducted from the security deposit and/or additional amounts may be assessed. The undersigned resident of record understands and agrees to the following:

(Initials)

- _____ 1. I will be solely responsible for any damage done by me or my guests. I understand I will be required to pay for any damage in excess of the deposit.
- _____ 2. I agree to hold Harbour Vista Homeowners Association harmless and free from any liability for any personal injury, personal property damage or loss sustained by myself or any of my guests.
- _____ 4. **I understand that permission to reserve the Clubhouse does not include reserving the pool, spa or pool deck. These areas will remain available for all residents.**
- _____ 5. Guests will be limited to a maximum of twenty-five (25) persons.
- _____ 6. I agree that the event will be concluded and the Clubhouse cleared immediately following the event. All personal items, decorations and trash must be removed immediately following the event.
- _____ 7. The resident of record is to be present throughout the entire function with a copy of this agreement and comply with any request to control noises or any disturbance.
- _____ 8. The whiteboard in the clubhouse is not available for use and **SHOULD NOT** be touched in anyway.

I acknowledge that I have received a copy of this agreement and a copy of the Clubhouse Rules and Regulations. I have read all the above and agree to abide by this agreement, the CC&R's and Rules for the Clubhouse.

Signature (Homeowner of Record)

Date



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1. The Clubhouse is available for private functions by advance reservation, not to exceed sixty (60) days in advance of event, nor less than seven (7) days in advance of the event, for Homeowners of Record only and their guests. The Homeowner signing the reservation agreement must be in attendance at all times. Availability is on a "First Come-First Serve Basis". **To reserve the clubhouse you may not call or e-mail your request earlier than 7:00 A.M. sixty (60) days in advance. Any phone calls or e-mails received earlier than 7:00 A.M. will not be considered for the reservation.**
2. Availability dates for the Clubhouse will be at the sole discretion of the Board of Directors, and the Board may adopt a policy to limit availability during holidays. Hours of Availability: Sunday through Thursday 7:00 A.M. - 10:00 P.M., Friday and Saturday 7:00 A.M. - 11:00 P.M.
3. Minors under 18 years of age must be accompanied and chaperoned by the Homeowner of record who reserved the Clubhouse.
4. Functions involving solicitation, drugs and alcohol resale as well as subleasing is strictly prohibited.
5. Pets, bicycles, skateboards, roller-skates, roller blades/glides or any device deemed offensive by the Board of Directors or their designee are prohibited.
6. The **only** area that can be reserved for a private function is the Clubhouse. **The pool area is still open to other residents.**
7. Beer, wine and champagne are permitted under the following conditions:
 - a. Host provides adult (21 years old or above) bartender who remains sober throughout the event.
 - b. Bartender must insure that no minor or intoxicated person will be served.
 - c. The bartender's service employer must carry insurance of \$1,000,000.00 and name the Association, its members and the Board of Directors as additional insured on such policy. The proof of insurance must be presented to Action Property Management prior to the start of the function.
8. A maximum of twenty-five (25) individuals will be allowed at private functions.
9. Within five (5) business days of any verbal reservation, the Clubhouse Regulations, and the Reservation Agreement must be accompanied by two (2) **personal checks or money orders** made payable to HARBOUR VISTA HOMEOWNERS ASSOCIATION. The first check in the amount of \$100.00 (\$200.00 if alcoholic beverages are provided) is a refundable security deposit. The second check in the amount of \$25.00 is a processing fee. **The deposit is held with the application, the cleaning fee is deposited. Management needs two (2) business days advance notice in order to cancel a reservation or the processing fee is non-refundable.** Any charges for additional cleaning or damages will be deducted from the security deposit, and any damages in excess of the deposit amount will be billed to the homeowner. The security deposit will be returned after an inspection of the facility reveals no damage or additional cleaning is necessary.
10. Decorations must not discolor or damage walls and furnishings. Only masking tape which does not damage any walls and/or furnishings will be permitted to fasten decorations. You must remove all decorations from the clubhouse and place them in a trash bag. **Any balloons or streamers that have gotten caught in the ceiling fans or float to the ceiling is your responsibility to remove or a \$25.00 charge will be deducted from your security deposit as that is the charge assessed to the Association.**



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11. Any spill/stain to furniture or carpet must be blotted and cleaned immediately. Stains noted at inspection will result in an automatic cleaning fee being deducted from the security deposit in the amount of \$25.00. Any additional amount needed for extra cleaning, repair or replacement will be deducted or assessed to the owner.
12. If a Homeowner of Record in any way causes a disturbance to other residents, or allows misuse of the building facilities, they may be fined and denied use of the Clubhouse in the future.
13. Clubhouse rules will be strictly enforced. Violation of any of the Rules may result in forfeit of the deposit at the discretion of the Board of Directors and/or additional fines.
14. Absentee homeowners may lease the Clubhouse for their residence as long as they are present during the function.
15. Homeowner Association meetings, committee meetings, and Board of Directors meetings have preference over reservations.
16. No Smoking inside Clubhouse or restroom facilities.
17. The following items must be completed in a satisfactory manner prior to the security deposit check being returned.
 - a. **Turn off all barbeques and clean them after use.**
 - b. **Take any extra items brought in, out of the Clubhouse. No items are to be left in the clubhouse for pool area.**
 - c. **All trash must be emptied by the resident by the resident/owner following use the clubhouse/pool area.**
 - d. **Lock all doors before you leave.**
 - e. **Replace all clubhouse AND pool furniture to its original location.**
18. If the Association has a hired security patrol service, the patrol service has the power to terminate any event, which they deem, in their opinion, is causing an undue burden or disturbance to other homeowners in the community or in the pool area.
19. Do not prop open the pool gates or bathroom doors as this poses a safety hazard for children.
20. Due to limited parking space at the pool/clubhouse area, a maximum of three vehicles may be parked at the pool parking area by the attendees of the function. All other vehicles must be parked in accordance with the rules and regulations of the Association.
21. No live bands, disk jockeys, loud amplified music or other loud noises which would impede on the quiet enjoyment of other homeowners in the community or the pool area are allowed.
22. Should any homeowner wish to reserve the Clubhouse more than five (5) times in any calendar year, prior Board approval is required.

The above items must be completed before you leave the Clubhouse.

I am responsible for the condition of the Clubhouse.

Signature (Homeowner of Record)

Date



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POST EVENT CHECKLIST

Please leave the clubhouse and pool area in the same condition, or better, that you found it. Items which will be noted, but not limited to, in the post event walk through with the Board of Directors are as follows:

- Key Returned
- Clubhouse Cleaned
- Pool Furniture Replaced
- All Trash Containers Emptied
- Dry Erase Board (*In original condition prior to event*)
- Barbeque Grills Cleaned (*if used*)
- Ash Trays Cleaned (*if used*)