

# Towne Park Homeowners Association

## CLUBHOUSE / PARKS RESERVATION FORM

(Available only to residents in good standings living within the Towne Property)

Residents name \_\_\_\_\_

Address \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

Email Address \_\_\_\_\_

Date of Event \_\_\_\_\_

Time Period of Event: From \_\_\_\_\_ To \_\_\_\_\_

Type of Event \_\_\_\_\_

Check one: \_\_\_\_\_ only Towne Park residents \_\_\_\_\_ guests who reside outside of Towne Park

Estimated number of guests (Maximum 81, per Fire Department. Regulation): \_\_\_\_\_

Reservations Fees and Security/Damage Deposit (to be paid when reserving) include:

- Events that include Residents and non-Residents, the fee is \$150.00 a day, From 8am till 10pm.
- If security is need payment must be paid at the time of reserving.
- Security/Damage Deposit for Clubhouse is \$250.00. This deposit is refundable if:
  - 1) The clubhouse is cleaned up after the event.
  - 2) No Damage occurred to the clubhouse/Parks.
- The deposit for the park fee is \$100.00, Deposit is refundable is parks are cleaned up after the event and trash is disposed of. No rental fee for parks.

\$150.00 rental fee \_\_\_ credit card \_\_\_ cash \_\_\_ check number.

\$250.00 Deposit paid by \_\_\_ cash \_\_\_ check \_\_\_\_\_ check number.

\$100.00 Deposit paid by \_\_\_ Cash \_\_\_ check \_\_\_\_\_ check number.

Security charge if any \_\_\_ credit card \_\_\_ cash \_\_\_ check \_\_\_ check number

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_

Signature of Approving Authority \_\_\_\_\_ Date \_\_\_\_\_

**Residents shall read each item listed below to confirm and understand the restrictions and prohibitions applied to this Clubhouse/parks reservation. Events may be monitored by the Safety & Security Committee without notice.**

**The following RESTRICTION/PROHIBITIONS apply to CLUBHOUSE / PARKS.**

No placing of any signs, posters, placards, or other form of announcements, balloon's, streamers, etc. referencing the event ANYWHERE on Towne Park Property, including ANYWHERE outside the entrance gates, unless specifically approved my Management or the Board of Directors. Location of and access to the event can be specified during the invitation process.

You are responsible for cleaning the Clubhouse/Parks after your event. All setup and cleanup shall be accomplished within the time period for which the clubhouse is reserved, Bags of refuse shall be deposited into garbage cans placed near compactor / trash area or taken home.

The maximum number of individuals in the Clubhouse simultaneously shall be 81.

Only meeting room, kitchen, lobby, foyer and hallway restrooms may be used.

The saunas, exercise room, swimming pools, and swimming pool areas shall not be used.

Use of the park when associated with Clubhouse Reservation event is prohibited, unless specifically approved by management or the Board of Directors.

Nothing but removable tape shall be used when decorating.

No cooking allowed ANYWHERE on property, except in the kitchen.

The door between the Clubhouse and the swimming pool shall not be used and shall remained closed, except in a emergency.

Possession of alcoholic beverages by anyone attending the function is prohibited.

Smoking is prohibited ANYWHERE inside the Clubhouse, No Smoking within 25 feet of the building.

All animals are prohibited, except service animals in accordance with the ADA regulations.

I must be physically present at the clubhouse / parks, have a copy of the reservation agreement in my possession, and be personally responsible for the conduct and actions of all those attending the event.

I understand that my Security/Damage Deposit will be forfeited if any of the above listed restriction and prohibition are violated, if any damage to the Clubhouse or its contents or theft of equipment occurs, or if it becomes necessary to terminate the event or notify the police or fire Marshall, I agree to reimburse the Association the actual dollar amount for repairs or replacement of any damaged or missing Association property.

Signature of Resident \_\_\_\_\_ Date \_\_\_\_\_