

HAWKS POINT HOMEOWNERS ASSOCIATION, INC.

APPLICATION TO USE THE EVENT HALL

Please complete the application and return it to the address listed on this form: 1223 Oak Pond St. Ruskin, FL 33570 Or email: eventhallhawkspoint@yahoo.com. Once completed all items listed below must be attached for the application to be considered for approval.

This application must include the following items:

- A money order for \$250.00 for up to 6 hours use. Plus \$50.00/hour for each additional hour.
- A check for \$500.00 (as a Security Deposit)
- A signed Release, Waiver and Hold Harmless Agreement

Please make checks payable to “**HAWKS POINT HOMEOWNERS ASSOCIATION, INC.**”

REQUESTOR’S NAME: _____

DATE AND DAY OF EVENT _____

ADDRESS: _____

PHONE NUMBER: _____

FUNCTION: _____

NUMBER OF GUESTS: _____

NOTE: USE OF THE CLUBHOUSE IS FOR MEMBERS OF THE ASSOCIATION AND THEIR FAMILY, FRIENDS AND PRIVATE GUESTS ONLY. THE USE OF THE ASSOCIATION’S FACILITIES BY THE GENERAL PUBLIC IS PROHIBITED.

TOTAL HOURS OF USE: _____ START TIME: _____ END TIME: _____

(including set up and break down) **Event must be completely over by 12:00 midnight, lights out and doors locked.**

Rental Agreement:

I understand and agree to comply with the rules, regulations, and procedures for use of the Clubhouse, as requested above, as well as all other applicable rules, regulations, and procedures according to the governing documents of the Association. Deposit check will be returned after facilities have been inspected and no damage is noted.

Event Cancellation Policy: Cancellations made two business weeks before the event, there will be 100% refund of all fees and deposits. Cancellations made less than 2 weeks but more than 2 business days before the event, 20% of the cost will be charged. An 80% refund will be issued. Cancellations made within 4 business days of the start of the event, there is no refund of the rental fee. The damage deposit will be returned. Initials _____

Hawks Point Association reserves the right to cancel any event due to extreme necessity [e.g. loss of plumbing facilities, acts of nature]. A full refunded will be issued in such an instance.

DATE: _____

SIGNATURE: _____

PRINT NAME: _____

..... **Administrative Use**.....

DATE: _____

RECEIVED BY: _____

CHECK #: _____ DEPOSITED AMOUNT: _____

MONEY ORDER #: _____ RENTAL AMOUNT: _____

WAIVER FORM RECEIVED: YES _____ NO _____

**HAWKS POINT HOMEOWNERS ASSOCIATION, INC. RELEASE,
WAIVER AND HOLD HARMLESS AGREEMENT**

I, _____, (hereafter “Requestor”) am executing this Release, Waiver and Hold Harmless Agreement (hereafter “Release”) in conjunction with the attached Request to Use Clubhouse (hereafter “Request”). WHEREAS Requestor desires to reserve and use the Clubhouse (hereafter “Facility”) for a social function, as more fully described in the attached Request;

WHEREAS, HAWKS POINT HOMEOWNERS ASSOCIATION, INC.

(hereafter, the “ASSOCIATION”) has agreed that owners may reserve the Facility for their exclusive use, provided they are in good standing and on certain conditions as listed in the Request;

WHEREAS, the ASSOCIATION desires to permit Requestor to use the Facility without exposing itself or its members to any claims or liability for personal injury, property damage or otherwise, and Requestor desires to waive any and all claims against the ASSOCIATION for injury to persons or property in connection with the reservation and use of the Facility.

NOW, THEREFORE, REQUESTOR AGREES AS FOLLOWS:

1. The above recitals are true and correct and are herein incorporated by reference;
2. Requestor acknowledges that Requestor is solely liable for any personal injury or property damage suffered by any family, friend, guest or other person attending Requestor’s social function as described in the Request, as well as any damage to the Facility or ASSOCIATION property or personal injury suffered by the ASSOCIATION, its officers, directors, managers, employees or agents as a result of, related to or arising from Requestor’s reservation or use of the Facility;
3. By signing this Release, Requestor hereby acknowledges that Requestor is releasing the ASSOCIATION, its officers, directors, managers, employees and agents (hereafter, the “Released Parties”) from any and all liability from any injury to persons or property suffered by Requestor and Requestor’s friends, family, guests or other person which may arise from or are related to Requestor’s reservation and use of the Facility, even if the injury or property damage is attributable in whole or in part to the negligence of the ASSOCIATION or other Released Party;
4. Requestor shall hold the ASSOCIATION harmless from any claim, lawsuit or other legal or administrative proceeding and indemnify the ASSOCIATION, its officers, directors, managers, employees or agents, for any liability, damages, costs, fees, attorney’s fees or expenses incurred related to Requestor’s reservation and use of the Facility or related to enforcement of this Release, including but not limited to any claim, lawsuit or other proceeding arising from the negligence of the ASSOCIATION or Released Party.

Date: _____ **Signature:** _____ **Print name:** _____

CLEAN UP CHECKLIST

Before leaving the venue, please make sure all items are checked and signed off at the bottom and leave the completed checklist in the kitchen.

KITCHEN

- All surfaces and the sink area should be cleared and wiped down
- Floors swept and mopped. Brooms/mops are located in the storage room
- Return all furniture to its proper space
- Remove all food from the kitchen and please do not leave leftovers
- Place all garbage bags into the large garbage cans outside

MAIN EVENT SPACE

- Remove all decor, florals and accessories that you may have brought in
- If you have any rental items that were brought
- Wipe all tables, benches and chairs with a damp cloth
- Remove all trash and place full bags in the large cans outside
- Main event room floors are to be swept and spills mopped/wiped clean
- Ensure that television, ceiling fans and all lights are turned off

RESTROOMS

- Clean any excessive soiling of restrooms by your guests (including on floors and countertops)

PATIO / PAVILION / FRONT PARKING LOT AREA

- Any litter left outside should be picked up and put into trash cans
- Remove any trash left behind in the parking area by your guest

NOTE: Brooms, mops, and cleaning supplies including disposable gloves are located in the storage space off the kitchen. As per our mutual contract - any excessive extra cleaning required or damages by your guests will forfeit your security deposit.

Signature: _____ **Date:** _____