

Brentwood Hills HOA, Inc  
Reservation Terms & Conditions

Requestor agrees to abide by ALL the Brentwood Hills HOA Community Center Common Area Rules and Regulations (may be found on the HOA website mybhhoa.com), along with but not limited to, the conditions set forth:

1. MUST be an owner/tenant within the Brentwood Hills Community and is in possession of a valid access card.
2. Requestor MUST be present for the duration of the party.
3. Requestor will be responsible for any guests while on the property of Brentwood Hills.
4. Requestor MUST let in all their guests. The front gate MAY NOT be propped open and left unattended.
5. Each party will be allowed a maximum of five (5) cars.
6. Grill Area – NO ONE under the age of 18 is allowed within this gated area.
7. Grilling – Utensils are available at the office. Once you have completed your grilling, you must clean up and vacate the area.
8. NO GRILL use is allowed when staff is not on duty. NO GRILL use until 1:30PM. Or after 8:30PM.
9. Appropriate deposit and application MUST be made to secure the reservation.
10. Time slots include set up and clean up. Please plan accordingly.
11. If anything is to be borrowed such as tables, games, etc., the requester MUST indicate that at the time the reservation is made.
12. Any check not picked up within 7 days following the reservation will be shredded. If a money order is used and not picked up, it will be turned over to the management company.
13. Alcoholic beverages are allowed in accordance with the law. NO GLASS containers. The association assumes no liability or responsibility related to any consumption nor any injuries or damage that may be a result of said consumption. NO UNDERAGE DRINKING WILL BE ALLOWED!!!!
14. Members reserving Common Area space for events are responsible for maintaining decorum and order of all their guests. Should there be a disturbance among the guests that is not promptly resolved, the balance of the time as well as the deposit are forfeited; the event will be shut down and everyone asked to leave. The Board may suspend the Member's privileges to use the Common Area for future events. Should a Member not end an event and clean the area in a timely manner, the Member's deposit is forfeited and, should a dispute arise with a Member who has a reservation for that area, the overstaying Member shall not only forfeit the deposit, but the overstaying Member's privileges to use the Common Areas for events shall automatically be terminated until restored by the Board
15. Requestor MUST meet with staff at the end of the reservation to complete a walk- through inspection. Requestor will be given the opportunity to resolve the issue. **IF ANYTHING IS FOUND TO BE UNSATISFACTORY, OR IF YOU DO NOT VACATE THE AREA WHEN YOUR RESERVATION TIME IS OVER, YOUR DEPOSIT WILL BE FORFEITED.**
  - Resident nor any of their guests have not caused any damage to the property
  - An incident report was created
  - Resident has cleaned the entire reserved area or any area that was used
  - All trash has been picked up and taken to the dumpster by the party.
  - Grills are OFF and utensils are thoroughly cleaned
  - All furniture is back in original places

The requestor is responsible for the conduct of their guests. If there are issues or disturbances during the duration of the reservation and/or anything that causes staff to contact authorities, your event will be ended, your party must vacate the premises.

Furthermore, any violation of these set rules, terms, & conditions may result in loss of future reservation privileges as determined by the Board of Directors.

**Any vendor invited, by the association or one of its owners, to operate business on association property should be required to provide proof of liability, auto, and workers compensation insurance. An exception for Workers Compensation can be made if the business owner is a sole proprietor, is the one performing the work, and has proof of Workers Compensation Exemption from the state. It is also recommended that the association obtain the proof insurance directly from the vendors insurance agent/company. The association should also be listed as a certificate holder AND additional insured.**

**PLEASE FILL OUT TOP PORTION**

**RESERVATION MAY NOT BE MADE WITHOUT THIS FORM AND DEPOSIT. ONLY BH RESIDENT  
MAY MAKE A RESERVATION AND MUST BE IN ATTENDANCE (PLEASE HAVE ID READY)**

Property Resident Name (Print): \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Party Date: \_\_\_\_\_ Number attending: \_\_\_\_\_ (Not to exceed number below)

Purpose: \_\_\_\_\_

Select Time Period (includes set up & clean up time): 8:30 end for all parties.

Please select only one (1) time slot

- ( ) 10:30 am -1:30pm (Staff and grill use are not available during this time)
- ( ) 1:30 pm - 5:00 pm
- ( ) 5:00 pm - 8:30 pm - (end of all parties)

**Deposit Required:** (Resident must report to office at the end of the reservation to have an area inspection at which time the deposit will be returned)

Pavilion = \$100.00 Grill/ Grill seating = \$25.00

Check or MO payable to: **Brentwood Hills HOA, Inc.** (Must be made by Resident requesting party, no cash accepted)

Area(s) to be reserved: Only one area plus grill use may be reserved and the number of guests allowed at one time shall not exceed the maximum number as indicated below. **ONLY 2 RESERVATIONS/PARTIES WILL BE BOOKED AT THE FACILITY DURING THE SAME TIME PERIOD.**

East/North/West Pavillion (25) Grill/Grill Seating (15)

I, a unit over/tenant in Brentwood Hills Community, request the use of the Brentwood Hills HOA Facilities as indicated above. I certify that I am of age 21 or older. I have read and agree to all the Terms set forth within this application and have received a copy of Terms & Conditions and will obey such terms or my deposit may be withheld and/or my future party privileges may be revoked if such occurrences happen more than once. I understand that violations may be the cause of action taken by the Brentwood Hills Homeowners Association, Inc. (HOA) Board of Directors (BOD).

Requestor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OFFICE USE**

Check/MO#: \_\_\_\_\_ Amount: \_\_\_\_\_ Key #: \_\_\_\_\_

Staff Acceptance Initials: \_\_\_\_\_ Date Reservation Accepted: \_\_\_\_\_

ID provided matches registered resident: YES NO