

# BLHA Pavilion Rental & Scheduling Agreement Form

Date of Application \_\_\_\_\_

This agreement is made and entered into by and between the Berkeley Lake Homeowners Association (BLHA) and the below-named individual, hereinafter called "Renter". Renter must be a current BLHA member. The parties agree as follows: The Renter understands his/her responsibility is to set-up, clean-up, and restore premises within the time period listed below. Damages incurred to the property will be the responsibility of the Renter. If the rental agreement is canceled less than 72 hours prior to the scheduled event, rental fees will not be returned. Cancellations made more than 72 hours can be refunded, less transaction fees.

**The rental period, including set-up and clean-up, may not exceed a total of 6 hours**

Date of Event \_\_\_\_\_ Start & End Time including set-up and clean-up \_\_\_\_\_

Purpose of Rental  Party  Reunion  Memorial  Meeting  Other: \_\_\_\_\_

**Weddings require approval of the BLHA Board, special pricing, and contracts. Contact the Rental Coordinator for information.**

Name of BLHA Member Renter \_\_\_\_\_

BLHA Member Street Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Number of Participants \_\_\_\_\_ Enter Usage Fee based on table below \_\_\_\_\_

Groups of less than 20	\$150 plus \$150 refundable damage/cleaning deposit
Groups of 20 to 50	\$250 plus \$250 refundable damage/cleaning deposit
Groups of 51 to 75	\$350 plus \$350 refundable damage/cleaning deposit

**Groups larger than 75 are not recommended. Reservations with more than 75 guests may be considered but will require approval by the BLHA Board and will require additional fees.**

**Weddings are not recommended and require BLHA Board approval. Fees above are not for weddings.**

Please check all facilities requested:

- |   |  |
|---|--|
| <input type="checkbox"/> Pavilion, Picnic Grounds and Restrooms | <input type="checkbox"/> Indoor Kitchen                                      |
| <input type="checkbox"/> Fireplace                              | <input type="checkbox"/> Smoker (Assistance from BLHA Staff may be required) |
| <input type="checkbox"/> Television with Firestick              | <input type="checkbox"/> Gas Grill   |

Check below that you have completely read, understand, and accept all of the following forms:

- |  |  |
|--|--|
| <input type="checkbox"/> Pavilion Liability Waiver   |  |
| <input type="checkbox"/> Pavilion Rental Guidelines  | <b>Ask Rental Coordinator if you need any forms</b>  |
| <input type="checkbox"/> Pavilion Clean-up Checklist | <b>before signing and submitting this agreement.</b> |

Complete, sign, and return to the BLHA Pavilion Rental Coordinator.

Signature of BLHA Member Requesting Rental: \_\_\_\_\_

Date: \_\_\_\_\_