

**Highland Haven Community Center**  
**RENTAL CONTRACT**  
**510-B Highland Drive, Highland Haven, TX 78654**

Date: \_\_\_\_\_  
Responsible Individual (HHPOA member): \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_  
Type of Function: \_\_\_\_\_  
Anticipated of Attendees: \_\_\_\_\_ Age Group: \_\_\_\_\_  
Portion(s) Rented: \_\_\_\_\_ Rental Fee: \_\_\_\_\_

**Checks should be made payable to HHPOA**

1. RENTAL FEE IS DUE ON SIGNING CONTRACT. One-half will be forfeited if cancellation occurs within 10 days of scheduled event.
2. A SECURITY DEPOSIT EQUAL TO RENTAL FEE, OR A MINIMUM OF \$100, WHICHEVER IS MORE, IS DUE ON PICK-UP OF KEY. All or part of the security deposit is subject to forfeiture due to damages and/or failure to clean the facility.

**Terms of Agreement**

- **Renter will comply with all Federal, State, County and City Rules and Regulations.**
- Reservations to rent this facility will be made on a first-come, first-served basis for functions authorized by the Board. HHPOA nor the HH Ladies Club are responsible or liable for events being held at the Center under this contract nor is the Center responsible or liable for the incidents arising from such events.
- The Center will be clean and furnished equipment in working order, unless otherwise designated, at the start of the planned event. Renters may choose to decorate the Center at their own expense. In so doing, the renter will be responsible for the removal of all decorations and/or damage to the Center's walls, ceilings or flooring and for the replacement of the Center paintings, furniture, etc. to their original locations. Decorations may not be hung from ceiling and decorations on walls must use Command Strips provided by the rental Manager. Nails and thumbtacks are forbidden. Renter must have approval of Manager to post any signage.
- Three (3) hours for set-up prior to and three (3) hours for clean-up following the event are included in the rental fee. Any additional time will incur rental fees.
- Events at the Community Center must be terminated by 1:00 a.m.
- Available cleaning supplies are limited to brooms, mops and vacuum cleaners. Other supplies must be furnished by the renter.
- The Center has no garbage pick-up service. All trash must be removed from the Center and properly disposed of by the renter.
- Any cleaning or repair (except normal wear) required as a direct result of renter's use under this agreement will be performed at the direction of the Ladies Club Rental Supervisor with the cost being deducted from the security deposit. Any costs that exceed the security deposit will be billed to the renter.
- Highland Haven Community Center is a smoke free building. The renter is responsible for enforcing this policy.
- The sale of alcoholic beverages is prohibited on the premises. If alcoholic beverages are to be served renter must notify Manager. HHPOA reserves the right to require additional security at the renter's expense and to notify the Burnet County Sheriff's Department.

Contract revised December 11, 2018

- HHPOA reserves the right to require multiple, mature sponsors at events catering to teenagers/young adults and to notify the Burnet County Sheriff's Department of the event. Renter must notify Manager if event is catering to teenagers/young adults.
- Turn off lights, water heater (in hall closet), and heater/air conditioners (3) when leaving. Check kitchen stove if it is used.

Kitchen Facilities: Rate includes use of the kitchen range, refrigerator, sink and counter space.

Heater/Air Conditioners: There are three (3) separate area units. Use only those for areas rented and keep dividing curtains closed to non-rented areas.

Renter Signature \_\_\_\_\_ Date: \_\_\_\_\_

Ladies Club Rental Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

Rental Rates

	Building	2 Large Rooms (West & Middle)	Middle & Small Room	Middle Room	Small Room
Member Day Rate	\$100	\$80	\$70	\$60	\$40
Member Sponsored Day Rate**	\$250	\$200	\$175	\$150	\$90

**\*\* Only Highland Haven residents may rent the Community Center.** The member sponsored day rate applies if a Highland Haven resident wishes to sponsor a social function for someone outside of Highland Haven, and the Highland Haven resident assumes all responsibilities as detailed in the rental contract.

Rooms – Not to scale

