

HIGHLAND HAVEN - COMMUNITY CENTER

RENTAL CONTRACT

118 Blackbird, Highland Haven, TX 78654

Date of Event: _____

Start Time: _____

Responsible (HHPOA Member): _____

Sponsored Person or Group (If any): _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Email: _____

Type of Function: _____

Anticipated # of Attendees: _____ Age Group: _____

Portion(s) Rented: _____ Rental Fee: _____

1. **RENTAL FEE IS DUE ON SIGNING CONTRACT.** One-half will be forfeited if cancellation occurs within 10 days of scheduled event.

Please make RENTAL check payable to **HHPOA**

2. A **SECURITY DEPOSIT OF \$100 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.

This check should be made out to **HHLC**

Terms of Agreement

- Reservations to rent this facility will be made on a first-come, first-served basis for functions authorized by the Board, HHPOA nor the 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.

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- Three (3) hours time for set-up prior to and three (3) hours for clean-up following the event are included in the rental fee. Times for each is at the discretion of the Ladies Club Rental Supervisor but may be constrained by other scheduled events and any additional times may incur rental fees.
- Available cleaning supplies are limited to brooms, mops and vacuum cleaners. Other supplies must be furnished by the renter.
- The Center now has garbage pick-up service. All trash must be removed from the building and placed in the trash cart outside the kitchen door.
- 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 and seeing that no cigarettes or cigar butts are left on the premises outside the building.
- The sale of alcoholic beverages is prohibited on the premises. If alcoholic beverages are served, If alcoholic beverages are to be served, the renter must notify Manager when signing contract. HHPOA reserves the right to require additional security at the renter's expense and to notify the Burnet County Sheriff's Department.
- 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 prior to signing the contract 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.

Renter Signature

Ladies Club Rental Supervisor

Date Signed

Date Signed

HHPOA Community Center RENTAL RATES

510-A Highland Drive, Highland Haven, TX 78654



	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.

Kitchen Facilities: Rate includes use of the kitchen range, refrigerator, sink and counter space. At the discretion of the Ladies Club officials, arrangement may be made to include use of coffeepots. Use of silverware, glassware, pots and pans is not included.

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.

Rooms – Not to scale

