

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

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

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 is not 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 THUMBTRACKS ARE FORBIDDEN.**
- 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.
- 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 repair (except normal wear) required as a direct result of renter's use under this agreement will be performed at the direction of the HHPOA with the cost being 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.
- 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 Rental Manager if event is catering to teenagers/young adults.

- Renter will comply with all Federal, State, County and City Rules and Regulations. Renter must check with Rental Manager regarding any signage.

- Events at the Community Center must be terminated by 1:00 am

- Turn off lights, water heater (in hall closet), and heater/air conditioners (3) when leaving. Check kitchen stove if it is used.

**** 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.

Heater/Air Conditioners: Turn all three HVAC unit thermostat controllers to "OFF" when leaving the building. The Rental Manager will reset HVAC according to upcoming environmental conditions.

Renter Signature _____

Date: _____

Highland Haven POA Community Center Manager

Date: _____

Contract revised September 1, 2021.

RENTAL RATES

RESIDENT MEMBER DAY RATE:

\$200.00

MEMBER SPONSORED DAY RATE:

\$350.00