

OFFICE USE ONLY

KEYS: _____

RETURNED: _____

DEPOSIT CHECK:

SHRED / RETURN

HIDDEN FOREST HOA PARTY RESERVATIONS

Today's Date: _____ Party Date: _____ Time: _____

Resident: _____ Cell Phone: _____

Resident Address: _____ Alternate phone: _____

Email: _____

of Guests Expected: _____ Occasion: _____

***PLEASE SIGN BACK PAGE OF LEASE AGREEMENTS.**

SMALL POOL PARTY DURING POOL HOURS:

The HOA does not close the pool during pool hours for private events.

Multiple small pool parties may be booked at once.

Maximum of 50 guests total, with a maximum of 25 swimmers

Maximum time not to exceed three (3) hours (includes setup, cleanup and exiting the premises).

- A list of swimmers must be provided to HOA 48 hours prior to party.
- A POOL PARTY is defined as 10 or more non-resident guests in attendance.
- All pool guests are to be signed off by lifeguard on duty before host resident exits the premises.
- Picnic areas, grills, tables, etc. are on a first come first serve basis.

REQUIRED DEPOSIT \$100.00 POOL FEE: \$50.00 CASH _____ CHECK # _____

REC ROOM RENTAL:

Recreation Room Rental Rules:

- The room must be left in the same condition in which it was given to you for your party.
- Trash must be disposed of and taken out to the dumpster located in the parking lot facing Sugar Pine.
- You may not use staples, tacks, glue, or any other adhesive except the one provided to you by the HFHOA office to secure anything to the walls or ceiling. You may not hang anything from the fan blades.
- The air conditioning must be left at 70 when you leave. .
- The maximum time is not to exceed three (3) hours (includes setup, cleanup and exiting the premises. If party exceeds maximum time or if the host resident fails to clean up, the deposit will be forfeited.

NO ALCOHOL, SMOKING, VAPING ALLOWED ON PROPERTY

REQUIRED DEPOSIT: \$100.00

RENTAL FEE: \$60 for one hour - \$70 for two hours - \$80 for three hours (Max of three hours)

CASH _____ CHECK # _____

**THE HIDDEN FOREST HOST RESIDENT MUST SCHEDULE, SIGN THE CONTRACT AND
BE PRESENT FOR THE PARTY. HOST RESIDENT MUST BE CURRENT IN THEIR
ASSESSMENTS IN ORDER TO USE HIDDEN FOREST FACILITIES.**

A party is guaranteed only if reservation request is received at least **TWO** weeks prior to the party date desired, there are no other parties previously scheduled at that date/time, the deposit and fee are paid and a contract is signed.

Please make two separate checks, payable to HFHOA.

Your deposit will be returned or shredded the week following. If deposit is retained by HOA, office staff will contact resident.

Rec Room Parties may not exceed a maximum of three hours (including setup/cleanup), and only one party will be scheduled at a time. No overlapping.

Cancellations must be made at least 72 hours in advance of the party to ensure a refund, with the exception of inclement weather.

Host resident is responsible for the conduct of guests and for safeguarding the premises and furnishings.

**ANY EXCEPTIONS TO THE POLICY OUTLINED ABOVE MUST BE ADDRESSED IN WRITING
TO THE HF BOARD OF DIRECTORS IN ADVANCE. PLEASE RETURN RESERVATION
REQUEST TO:
831 SHERMAN OAK. CALL 494-0711 FOR MORE INFORMATION.**

LEASE AGREEMENT

**LESSEE MUST BE RESIDENT OF HIDDEN FOREST AND BE CURRENT IN THEIR
ASSESSMENTS.**

- PREMISES.** For and in consideration of the rental to be paid and the covenants to be performed by LESSEES hereunder, LESSOR hereby leases, demises and lets unto LESSEE, in its present condition, THE HIDDEN FOREST RECREATION AREA AND/OR RECREATION ROOM located in the Hidden Forest Recreation Area, upon the following terms and conditions.
- RENTAL.** Rental of the recreation room shall be \$60 for one hour, \$70 for two hours, and \$80 for three hours, payable in full one week prior to rental. This fee is non-refundable.
- USE OF BUILDING.** Lessee shall have the right to use said facility for any lawful purpose, in accordance with the AGREEMENT, which is furnished to the LESSEE by the LESSOR at the time of the signing of this Agreement.

4. **REPAIRS.** LESSEE agrees to take good care of the facility and its fixtures and contents and shall, at their own expense, be responsible for all repairs of every kind to said premises during the term of this Lease, and to deliver the premises back to the LESSOR at the termination of said lease, reasonable wear and tear excepted.
5. **INDEMNITY.** LESSEE agrees to indemnify and hold LESSOR harmless from and against all claims for or on account of damages from any lost, stolen or damaged property or injuries (including death) to persons arising out of LESSEE'S use and occupancy of the leased premises, nor shall LESSOR be liable to LESSEE or any third party for any damage or injury (including death) to persons or property resulting from the negligence of anyone other than LESSOR, or the agents, servants or employees of LESSOR.
6. **COMPLIANCE WITH LAWS.** LESSEE agrees to comply promptly with all laws, rules and orders of Federal, State and THE CITY OF SAN ANTONIO, and all of its departments applicable to the premises herein leased.
7. **DISTURBANCES.** The LESSEE agrees that the use of the leased premises will be in such a manner as not to create any nuisance nor to interfere with the right of quiet enjoyment of any person living nearby.
9. **SUBLETTING.** LESSEE shall not assign, sublet or pledge this Lease or any part thereof, nor make any alterations in the premises without LESSOR'S written consent. LESSEE must remain on premises during entire rental.
10. **HOLDING OVER.** It is agreed and understood that any holding-over by LESSEE of the leased premises beyond the agreed lease termination date and time, shall be construed and operate as a tenancy from day to day, at a rental of triple the amount stipulated herein; and LESSEE shall be liable to LESSOR for all loss and damage on account of Lessee's holding over after the termination of the lease.
11. **BUILDING CLEAN UP.** LESSEE agrees to clean the leased premises of all trash and refuse in suitable containers and to remove said containers to Dumpster located by tennis and volleyball courts and is to insure that the leased premises are arranged in a neat, tidy and orderly fashion prior to leaving the premises on the day of the rental. LESSEE further agrees to return the key to said premises, with all inventory accounted for. If the leased premises are not cleaned, with all trash and refuse removed from said premises to the dumpster and the key to said premises returned to LESSOR, it is agreed and understood that the deposit, shall be forfeited, and the LESSOR may consider this as a Holding-over by LESSEE.
12. **LESSOR'S RIGHT OF ENTRY.** LESSOR and LESSOR'S agents and representatives shall have the right to enter and inspect the leased premises at any time for the purpose of ascertaining the condition of the leased premises.
13. **LIENS.** All property of the LESSEE now or thereafter placed in or upon the leased premises is subjected to a lien in favor of LESSOR for any and all damages caused by LESSEE, its agents, employees or guests.
14. **ATTORNEY'S FEES.** If, on account of any breach by LESSEE, in LESSEE'S obligations, under the terms and conditions of this Lease, it shall become necessary or appropriate for LESSOR to

employ or consult with an attorney concerning, or to enforce or defend, any of LESSOR'S rights and remedies hereunder, LESSEE AGREES to pay any reasonable attorney's fees.

- 15. THE LESSOR IS NOT RESPONSIBLE FOR ANY LOST OR STOLEN ITEMS.**
- 16. KEY TO RECREATION ROOM.** LESSEE has been supplied with the key to recreation room and must return key upon contract expiration date.
- 17. HIDDEN FOREST LIABILITY WAIVER**

By this instrument I, _____ hereby release and hold harmless the Hidden Forest Homeowner's Association, its administrators, agents and assigns and all other persons, firms, corporations and entities involved, who it might be claimed to be liable, none of whom admit any liability from any and all claims, demands, actions, causes of action or suits of any kind or nature whatsoever and particularly on account of all injuries known and unknown, both to person and property, which have resulted or may in the future develop from any accident that might occur as a result of me or my guests participation in the recreational activity mentioned in this contract.

(LESSEE) Resident signature: _____
Date: _____

(LESSOR) Office Manager Signature: _____
Date: _____

GUEST LIST FOR POOL USE

1. _____	26. _____
2. _____	27. _____
3. _____	28. _____
4. _____	29. _____
5. _____	30. _____
6. _____	31. _____
7. _____	32. _____
8. _____	33. _____
9. _____	34. _____
10. _____	35. _____
11. _____	36. _____
12. _____	37. _____
13. _____	38. _____
14. _____	39. _____
15. _____	40. _____
16. _____	41. _____
17. _____	42. _____
18. _____	43. _____
19. _____	44. _____
20. _____	45. _____
21. _____	46. _____
22. _____	47. _____
23. _____	48. _____
24. _____	49. _____
25. _____	50. _____

YOUR RESPONSIBILITY CHECK LIST

BEFORE THE PARTY

- PAYMENT
 - Check and deposit check must be turned in to reserve your event.
- KEYS
 - If your party is during pool hours, the lifeguards will let you in the rec room
 - If your party is during off season or when the pool is closed, it is YOUR RESPONSIBILITY TO GET KEYS PRIOR TO EVENT. If you do not get keys on a T/Th when the office is open and staff needs to let you in, this will cause you to lose your deposit.
- ARRIVAL
 - Please remember that your reserved time includes set up. Coming early to set up is grounds to retain deposit.

AFTER THE PARTY

- All chairs and tables stacked against the wall the way you found them.
- All garbage taken to dumpster (Code: 0711)
- Air conditioner left at 70

GROUNDS FOR LOSING DEPOSIT

- Damages to building or property
- Any alcohol, smoking, vaping on the property (PLUS LOSS OF REC ROOM USE IN THE FUTURE)
- Need for staff to come and unlock the doors due to not coming during office hours
- Rec room should be left as found. Chairs and tables stacked against wall. Refrigerator empty.
- No adhesives other than sticky tack should be used on walls
- Garbage taken to dumpster (Code: 0711)
- Exceeding time allotted
- Any unruly behavior that lifeguards, board members/office staff or police need to be involved in.