

**HIDDEN FOREST HOMEOWNERS ASSOCIATION**  
**PARTY RESERVATIONS**

<b>OFFICE USE ONLY</b>
KEYS: _____
RETURNED: _____
DEPOSIT CHECK: SHRED / RETURN

TODAY'S DATE: \_\_\_\_\_ PARTY DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

RESIDENT: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_

RESIDENT ADDRESS: \_\_\_\_\_ ALTERNATE PHONE: \_\_\_\_\_

# GUESTS EXPECTED: \_\_\_\_\_ AGE RANGE: \_\_\_\_\_ OCCASION: \_\_\_\_\_

Resident signature: \_\_\_\_\_ Date: \_\_\_\_\_

Office Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**POOL PARTY *DURING* POOL HOURS:**

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.

***PICNIC AREAS, GRILLS, TABLES, ETC. ARE ON A FIRST COME, FIRST SERVE BASIS.***

REQUIRED DEPOSIT \$50.00 POOL FEE: \$50.00

CASH \_\_\_\_\_ CHECK # \_\_\_\_\_

***PRIVATE* POOL PARTY:**

A POOL PARTY BEGINNING OR ENDING AFTER POOL HOURS IS CONSIDERED A PRIVATE PARTY, REGARDLESS OF WHETHER THE PARTY OVERLAPS POOL HOURS.

MAXIMUM OF 75 GUESTS

MAXIMUM TIME NOT TO EXCEED THREE (3) HOURS (INCLUDES SETUP, CLEANUP AND EXITING THE PREMISES)

REQUIRED DEPOSIT \$100.00 POOL/LIFEGUARD FEE: 180.00

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 IN THE PROPER CONTAINERS AND TAKEN OUT TO THE DUMPSTER LOCATED IN THE PARKING LOT FACING SUGAR PINE. THE CODE FOR THE DUMPSTER IS 7224.
- 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.
- PLEASE DO NOT STACK CHAIRS AGAINST THE WALLS.

INITIALS: \_\_\_\_\_

THE REC ROOM MAY BE RENTED IN CONJUNCTION WITH A POOL PARTY OR SEPARATELY AT A COST OF \$20/HOUR.

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, A PORTION OF THE DEPOSIT MAY BE FORFEITED.

REQUIRED DEPOSIT: \$50.00                      REQUIRED CLEANING FEE: \$50.00    FEE \$20.00/HR \_\_\_\_\_

CASH \_\_\_\_\_                      CHECK # \_\_\_\_\_

***A HIDDEN FOREST RESIDENT MUST SCHEDULE, SIGN THE CONTRACT AND BE PRESENT FOR THE PARTY.***

A PARTY IS GUARANTEED ***ONLY IF*** RESERVATION REQUEST IS RECEIVED AT LEAST ONE WEEK 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 FEE WILL BE RETURNED THE WEEK FOLLOWING THE PARTY ***IF***:

- NO DAMAGES TO THE PROPERTY ARE REPORTED
- ***AND*** THE REC ROOM, ***IF USED*** IS LEFT IN THE CONDITION IN WHICH IT WAS GIVEN TO YOU FOR YOUR PARTY USE.

IF YOUR PARTY EXCEEDS THE MAXIMUM TIME, OR IF THE HOST RESIDENT FAILS TO CLEAN UP, A PORTION OR ALL OF THE DEPOSIT MAY BE FORFEITED.

ALL POOL PARTIES ARE TO BE SIGNED OFF BY LIFEGUARD ON DUTY BEFORE HOST RESIDENT EXITS THE PREMISES.

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.

IF HOST RESIDENT IS SERVING ALCOHOL, A SECURITY GUARD IS REQUIRED (PAID BY THE PARTY HOST).

***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 INFO.***