

Leisure Town HOA
Town Hall Rental Rules & Agreement

The Leisure Town HOA Town Hall is located on private property and managed by the Association Manager. LTHA employees are responsible for booking reservations, distributing instructions on building usage, collecting security deposits, obtaining renter's signatures on the Rental Agreement, checking building condition after usage and arranging for the return of security deposits.

Only Leisure Town Home Association "Members" and tenants of Members in good standing may rent the Town Hall for private events. The Town Hall is rented on a first come, first served basis with community-sponsored events taking precedence. The Town Hall may not be rented for personal gain, profit, commercial use, or on a sub-lease basis. The Town Hall may not be rented on the following holidays: New Year's Eve, New Year's Day, Easter, Memorial Day, July 4th, Labor Day, Thanksgiving Day, Christmas Eve, and Christmas Day. The Town Hall cannot be reserved more than six (6) months in advance.

TOWNHALL RENTAL RULES	Renter Initials
Rental includes exclusive rights to the Town Hall, kitchen, with use of the restroom facilities.	
The renter and guests may NOT congregate or <u>enter</u> the pool area, bocce area or exercise facility.	
The renter must <u>always be personally present</u> when renting the facility and is responsible for the conduct of the <u>guests and any damage</u> .	
Guests may not exceed the Maximum Occupancy of 160 people seated at six-foot tables or 300 people seated theater style.	
Town Hall hours are from 8:00am to 10:00pm	
The Pre-Rental checklist must be completed no more than two (2) days prior to the event date and is part of this agreement.	
The Post-Rental checklist must be completed the day following the event and is part of this agreement.	
The Town Hall Rental fee is \$600 per day, payable at time of scheduling event. If you would like to set up the day before and if the space is not in use, there will be a fee of \$100 for maintenance personnel to let you in during a prescheduled time, to be no longer than two (2) hours. During the event timeframe, maintenance may be called by the renter for emergency situations only.	
A security deposit of \$400 is due and payable four (4) weeks prior to a scheduled event and will be returned (if applicable) within 14 business days following the rental date if no damages/violations have occurred.	
If you must cancel your scheduled event for any reason and give at least a 4-week notice, the security deposit and rental fee will be refunded, minus the \$100 administrative fee	
One Day Event Insurance is required for ALL events. Please contact a California Licensed Insurance Agent for information on One Day Event Insurance. The policy must name LTHA as the additional insured and be for a minimum of \$1,000,000.	
There will be no smoking inside or outside the entire Town Center.	
Tables and chairs are available by request. Maintenance personnel will set them up and take them down. Do not fold the tables and chairs.	
If transportable cooking devices will be brought on site, the renter must identify this on the agreement and receive approval and instructions.	
Alcoholic beverages (wine, beer, or champagne) may be served; however, approval must be obtained. If alcoholic beverages (other than wine, beer, or champagne) are being served, the renter must arrange for a security guard. The cost shall be borne by the renter and a copy of the signed agreement must be provided.	
Please ensure children <u>are always under the direct supervision of an adult</u> .	

Leisure Town HOA
Town Hall Rental Rules & Agreement

No pets are permitted in the Town Center. Service animals, as recognized by the ADA that are trained to work or perform tasks for the benefit of an individual with a disability are welcome.	
Loading and unloading is to be done only on the concrete paved area adjoining the kitchen and back door of Town Hall. After unloading, vehicles must be moved to the parking lot. Do not drive on the grass.	

Please make two separate checks payable to Leisure Town Home Association for the rental fee and security deposit.

Summary of Fees

Item	Fee	Notes
Room Rental	\$600	Due at time of scheduling
Security Deposit	\$400	Due 4 weeks prior to event date. Returned 2 weeks after event date.
Maintenance support day before event to set up and/or decorate	\$100	
Additional clean up fee, if required	\$50/hour	Determined by Maintenance

Leisure Town HOA
Town Hall Rental Rules & Agreement

AGREEMENT

Name: _____ Phone: _____

Address: _____

Rental Date: _____ Hours: _____ to _____ Number of Guests: _____

Alcohol to be Served Y/N: _____

Rental Checklist

Pre-Rental	(Complete two days prior to event date)	Post-Rental
	Floors cleaned & Carpets must be cleaned if there have been spills	
	Oven, Stove, and Microwave cleaned	
	Counters and Sinks Cleaned	
	Coffee pot washed, dried, and put away	
	All trash, including bathrooms, bagged, and put in outside dumpsters	
	All food and beverages removed from refrigerator; refrigerator wiped clean	
	Any LTHA pots, pans, dishes, silverware washed, dried and put away	
	Bathroom cleaned up, including wiping down counters	
	Ensure no garbage is left in the Town Center or parking lot	
	Wipe down used tables/chairs if applicable. DO NOT FOLD TABLES OR CHAIRS	

***** You must bring your own cleaning supplies. The hall must be left in the same condition as received in order to get your security deposit back. If the Association must take care of any of the above items, it will be charged at \$50 per hour to complete.**

Pre-Rental Checklist Date: _____

Post-Rental Checklist Date: _____

 Manager

 Manager

 Town Hall Renter

 Town Hall Renter

I, _____, accept the terms and conditions set forth in the **LEISURE TOWN HOME ASSOCIATION RENTAL RULES & AGREEMENT (see reverse)**. I have reviewed the pre and post rental checklist with the Association Manager. I understand that I must leave the facility in a clean and orderly condition and adhere to all Town Hall rental rules. Failure to do so will result in my being financially responsible for any/all damages caused by me or my guests and forfeiture of deposit. Furthermore, I agree that any charges exceeding the security deposit will be billed to my Association Dues Account.

The undersigned agrees to indemnify, hold harmless and defend the Leisure Town Home Association, and its property management from a) loss, damage, or theft of any personal property of the undersigned or the undersigned's guest(s), deeming any personal property left upon departure from the Town Hall to be abandoned, and b) loss or injury sustained by the undersigned or any guest(s) of the undersigned while on the premises.

Leisure Town HOA
Town Hall Rental Rules & Agreement

Signature

Date

-----FOR OFFICE USE ONLY-----

1. Verify a resident is the event sponsor (not a relative or friend) and is in good standing with LTHA
2. Verify the date and time is available on our Activity Calendar
3. Obtain two separate checks: one for the rental fee which will be cashed after the event and the second one for the deposit which will be returned upon inspection of the town hall area.
4. If this event is NOT an LTHA sponsored club (i.e. shower, anniversary, birthday) it MUST be approved by LTHA management or a board designee (give to Management for board signature).
5. Once the agreement has been signed make sure to confirm it on the activity calendar.
6. Give a copy to Maintenance for set up for the event.
7. After the event Maintenance will sign for clean or not clean Town Hall and return the paperwork to office. Maintenance will take photos of area(s) needing additional cleaning.
8. Call the resident to inquire if they want us to mail back the deposit check or if they want to pick it up.

Leisure Town HOA
Town Hall Rental Rules & Agreement

TABLE SET UP

How many 6' tables: _____

How many card tables: _____

~Stage Area~

~Front of stage only~

~Hall~

Notes:
