

**HAVASU GARDEN ASSOCIATION, INC.**  
**P.O. Box 5533**  
**Lake Havasu City, AZ 86404-5533**

**CLUBHOUSE RESERVATION/RENTAL AGREEMENT**  
**For a PROPERTY OWNER in Havasu Garden Estates**

This agreement is between Havasu Garden Association, Inc. ("HGA"), and the undersigned owner of property in Havasu Garden Estates ("Owner").

**OWNER OF THE PROPERTY MUST BE CURRENT ON ASSOCIATION DUES OR ASSESSMENTS TO RESERVE/RENT THE CLUBHOUSE.**

All reservations are subject to the approval of the HGA Board of Directors.

Reservations for the use of the HGA Clubhouse are made on a first-come, first-serve basis up to ninety (90) days in advance of the date of planned use. Reservations are for exclusive use of the clubhouse only. **The pool must remain open and available to ALL members of the HGA.**

The HGA reserves the right to refuse or cancel a reservation for any reason. For example, a cancellation might occur if the Clubhouse suffers damage or system failure that cannot be repaired in time for the scheduled use or if the HGA has a need to use the Clubhouse for an official purpose. In the event of any cancellation by the HGA, the rental fee will be returned to the Owner.

For the time of the scheduled use, the Owner has the exclusive use of the Clubhouse and the parking lot ONLY. The pool must be available for HGA members.

The Owner is required to post a refundable cleaning deposit and proof of insurance.

Cleaning Deposit – a cleaning deposit in the amount of Fifty Five and no/100 Dollars (\$55.00) must be submitted with this reservation form. These funds will be held by the HGA and refunded after the event if the Clubhouse is found in a clean condition. If professional cleaning is required, the Cleaning Deposit will be used for cleaning costs – any balance to be refunded to the Owner. Cleaning costs that exceed the amount of the deposit will be assessed to the Owner's dues balance. Nonpayment of any overage may incur legal action for recovery of same.

Clubhouse Damage – The Owner is liable for any Clubhouse damage or loss. An itemization of such damage or loss will be delivered to the Owner and will be assessed to the Owner's dues balance. Nonpayment of any damage may incur legal action to recover those costs.

**RULES OF USAGE**

1. Owner agrees to assume 100% responsibility for conduct of all parties.
2. Owner agrees to be present during the entire time of actual usage.
3. Owner agrees to limit the number of guests to no more than two hundred (200) persons.
4. Owner agrees that there will be **NO SMOKING** inside the Clubhouse; smoking permitted in designated area outside of Clubhouse ONLY.
5. Owner agrees to end usage by 11 p.m. on Sunday-Thursday or midnight on Friday or Saturday.

Special Exceptions require prior written approval by the Board of Directors.

6. Owner agrees to the following Clubhouse clean-up procedures:
  - a. Seal all trash in plastic bags and remove from premises.
  - b. Clean tables and chairs and re-stack chairs.
  - c. Wipe up any spills and crumbs, including inside the refrigerator.
  - d. Clean the Clubhouse so that it is left at least as clean as it was prior to scheduled use.  
Owner must sweep, mop, vacuum, etc., as necessary.
  - e. Remove all food and drink items as well as all personal items brought into the Clubhouse.
  - f. Owner agrees to turn off the air-conditioning/heat (at the thermostat) and turn off the lights at the end of use.
  - g. Owner agrees to contact a Board member or officer to return key.
7. Owner agrees to notify the Board of any problems encountered and any damage to the Clubhouse and/or grounds caused during its use. Owner agrees to pay for the costs to repair any and all damage that occurs during use.

8. \_\_\_\_\_  
(Insert insurance information; i.e. name of insurance carrier, agent name, policy)

**I WISH TO RESERVE/RENT THE CLUBHOUSE FOR THE FOLLOWING DATE AND TIME:**

Date: \_\_\_\_\_ Time \_\_\_\_\_ am/pm To \_\_\_\_\_ am/pm

Purpose of usage is: \_\_\_\_\_

Number of guests expected \_\_\_\_\_ (Maximum is 200)

I assume FULL RESPONSIBILITY FOR THE ACITONS OF ME AND EACH OF MY GUESTS during the course of the use, including all claims of damages to any property and/or person(s). I have read, understand and agree to the above terms and rules.

Homeowner Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_ Lot No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

DEPOSIT received by \_\_\_\_\_

HGA Contact: ~~Peg Haynes (928) 453-9118~~

MAGGIE HICKSON (707) 615-2541