

PROFESSIONAL HOA CONSULTANTS, INC
MANAGEMENT SERVICING HOMEOWNERS ASSOCIATIONS

8181 Mission Gorge Road Ste. E

San Diego, Ca. 92120-1600

Office: (619) 229-0044

Fax: (619) 229-0047

Website: www.phoac.com

STONEHAVEN HOMEOWNERS ASSOCIATION, INC.

**REQUEST FOR PERMISSION TO HOLD
PRIVATE PARTY IN THE COMMON AREA**

I am the homeowner/tenant of Unit No. _____, and I hereby request permission to hold a social event in the Recreation area – upper playground area of Stonehaven. The event will be held on _____ between the hours of _____ and _____.

Invited guests will number _____ including children, if any.

I agree to accept full responsibility and hold Stonehaven Homeowners Association harmless for any expense or liability that may occur as a result of the action(s) of anyone attending this event. I also agree to follow the “Guidelines for Private Parties” attached hereto and to pay promptly for any damages to Stonehaven property and/or cleanup expenses caused by this event.

Signature

Print Name

Stonehaven street address

PERMISSION GRANTED

Stonehaven Representative

Date

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**GUIDELINES TO BE FOLLOWED FOR PRIVATE PARTIES HELD IN THE
STONEHAVEN COMMON AREAS**

1. Parties are to be limited to a maximum of 50 people.
2. Guests are to park in the northwest end of the recreation parking lot or on Camino Coralino only. The spaces at the southwest end of the parking lot near the tennis courts are to be left open for the use of Stonehaven residents. Written invitations should adequately explain where guests should park.
3. If alcohol is served, care must be taken to see that no one drinks to excess.
4. Live bands are not allowed. Single instrument without a sound amplifier, recorded music or radio is OK so long as the volume is kept low enough that it cannot be heard at the corner of Hierro and Coralino. Other noise levels, including singing, loud talking, laughing, shouting, etc. should also pass this test.
5. Party must end no later than 9:00 p.m.
6. Charging a fee or donation to attend the party or raising money in any other way is not allowed.
7. Guests may NOT use pool, spa, tennis courts or racquetball courts.
8. Restroom doors may be left open during the party.
9. Decorations, tables, chairs, etc., must be removed immediately after the party breaks up and all trash is to be cleaned up so that the grounds are left as clean as before the party started.
10. Use of the Meeting Room is not available for anything but Board of Directors and Committee meetings.
11. Name (print) _____
12. Address: _____
13. Phone No. _____ of the person who will be present and in charge at all times while the party is in progress. It will be the person's responsibility to see that these guidelines are followed by everyone attending the party (i.e.: that guests park their vehicles in the proper location, that rental equipment is returned undamaged and that clean-up is accomplished in a satisfactory manner.

TO RENT TABLES, CHAIRS, ETC.

Contact Professional HOA Consultants at (619) 229-0044

Tables and chairs should be arranged so as not to hinder access to the pool, spa or restrooms by residents not attending the party. See diagram on permission form.

Signature of person in charge at party

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RENTAL ITEMS AVAILABLE

6' TABLES.....	\$5.00 EA.
CARD TABLES.....	\$3.00 EA.
WHITE PLASTIC STACK CHAIRS.....	\$0.50 EA.
COFFEE MAKER.....	\$3.00 EA.
PUNCH BOWL.....	\$3.00
PUNCH BOWL WITH 12 CUPS.....	\$4.00
HOT PLATE.....	\$3.00
HEAVY DUTY HAND TRUCK.....	\$4.00
7 1/2 UMBRELLA WITH STAND.....	\$6.00

These items are to be picked up and returned by the borrower at the Stonehaven Meeting Room. The rate covers 3 days including the day of pick up, the day of your event and the day after for return. PAYMENT IS DUE AT TIME OF PICK UP. There is a late charge of \$5.00 per day after the third day. All rental funds will be used by the Recreation Committee for events and improvements that directly benefit the residents.

ITEMS RENTED

_____	COST	\$	_____
_____	COST	\$	_____
_____	COST	\$	_____
_____	COST	\$	_____
_____	TOTAL		_____
_____	COST	\$	_____

Borrower's name
(print): _____

Address: _____

Date items picked up: _____

Borrower's Signature: _____

DATE ITEMS WERE RETURNED: _____

Were items returned in same condition as rented? YES NO check box that applies

If no, explain why not: _____

For more information please call: _____