

DEPOSIT RECEIVED: Yes or No

PAYMENT RECEIVED DATE: _____



TAVOLO Park

TAVALO PARK HOMEOWNERS ASSOCIATION RESIDENT RENTAL CONTRACT

The following Rental Contract executed this _____ day of _____, _____, between _____, and Tavolo Park Homeowners Association, for use of the _____ Amenity Center located at 7505 Bluebill Place, Fort Worth, TX 76123, once signed by both parties, constitutes the entire written agreement.

1. EVENT ARRANGEMENTS

We have reserved amenities as per your agenda below.

Date of Event: _____

Time:

Amenity

Reserved:

Anticipated

Attendance:

Phone Number: _____ Email: _____

_____ Price of Amenity: _____

2. EVENT POLICIES

Eligibility

Only adult homeowners of the Tavolo Park HOA with accounts in good standing, or tenants authorized by the Unit Owner are eligible to reserve applicable HOA amenities. Reservations are available on a first-come, first served basis upon receipt of security deposit, rental fee and the executed contract and must be requested for a minimum of 20 days prior to the rental date. No reservations will be accepted on days of HOA community events. **Party/parties renting the facility are required to attend all times during the event, and shall be responsible for the actions of all guests and invitees. Violation of this policy will result in the termination of future rental privileges, forfeiture of required deposit and additional incurred costs.** All rentals are subject to the approval of the Board of Directors and management.

Duration of Event

The amenity center is open and available for rent from 8:30AM to 10:00PM. If you require additional time, you must request this by emailing your community manager at manager@tavoloparkhoa.com AND info@tavoloparkhoa.com All rental activities must conclude by **10:00 p.m. – no exceptions.** Events exceeding

the allotted time allowance will be charged an additional \$100 fee per hour used beyond the rental time. Owners who wish to enter the building prior to their event to set-up, must request this by emailing manager@tavoloparkhoa.com AND info@tavoloparkhoa.com.

Guest Conduct

The Renter is responsible for cleaning up after their event with their own supplies and ensuring all guests adhere to the policies of the HOA. The Renter is also responsible for all damages, including damage caused by attendees. The Renter MUST remove all the food from the refrigerator that was brought in for their event.

Financial responsibility for any and all damages, as determined by the Board of Directors and/or Guardian Association Management, will be the sole responsibility of the Renter. Renter shall reimburse the association for any excess costs immediately upon notice of the amount due.

Rental Fees / Cancellations

Rental fees have been established for all applicable HOA amenities by the Board of Directors.

Cancellations received 20 days prior to the rental date will receive a full refund of the deposit/rental fees paid. Cancellations received less than 20 days prior to the rental date will forfeit all deposit/rental fees paid. Cancellation notices may be submitted by email or in person at the Guardian office. In the event of inclement weather, every attempt will be made to reschedule your event.

Food & Beverage

Rentals include the ability to bring in food and beverage products. However, alcoholic beverages, glass containers, or grills are not permitted within the gates of pool amenities at any time.

Food & Beverage Present: Yes No **Alcohol:** Yes No

If alcohol is served it will require the insurance policy. Please reach out to Michele McGill with Symphony Risk. Her email is mmcgill@symphomyrisk.com. She will assist you with an event policy.

Additional Fees –

Rental Fee: \$350 per day. There is a maximum limit of 100 guests per event, per rental. Rental includes the entire facility and is exclusive (no other reservations will be at the same time). Private events are welcome. **However, restroom access for all residents is required at all times. The POOL is not included with Amenity Center Rentals**

- Property Address
- Association name (Tavolo Park HOA)
- Amenity Center Rental in memo line

Occupancy Requirements:

Amenity Center: 100 MAX

Decorations / Set-Up / Clean-Up

The following policies must be adhered to when decorating or using outside equipment, table rentals, etc. for your event:

- All decorations must meet fire department standards.
- Helium balloons or are prohibited.
- No candles.
- No nails, hooks, staples, tacks, or heavy tapes may be used on the walls, ceilings, floors or any other areas of the facilities.
- All elaborate decorating plans must be approved by the General Manager prior to the finalization of event details.
- All deliveries of decorations, theme party props, and band equipment must be coordinated with, and approved by management.
- All decorations must be removed, all rented facilities cleaned, trash picked up, and trash receptacles emptied within the rental period. You will not be allowed to arrive earlier than your rental time, and you must have all facilities cleaned and vacated no later than the end time on your rental agreement. Secondly, no balloons or wall can be used for décor.
- Management will provide guidelines for set-up and clean-up procedures upon execution of this agreement.
- Bring your own cleaning supplies.
- Exterior door cannot be propped open at all/ever.
- Please remove all the food from the cabinets and refrigerator.
- Please make sure all 18 exterior doors are locked open exit.
- Exit sheet must be signed and left by the round table by the door. With a complete check list.

General Event Policies

The Renter agrees to adhere to the following General Event Policies:

- **PARKING:** The Parking Lot is reserved for Tavolo Park Residents ONLY at ALL times. Guests must park on the street. Only vehicles with orange Tavolo Park passes may utilize the parking lot. Security monitors via camera and all cars without an orange tag will be subject to towing.
- Use of HOA amenities for personal financial gain or business generation are prohibited except for Tavolo Park community sponsored business expositions and authorized association activities, workshops or class instruction.
- No reoccurring events will be permitted without prior authorization by management and/or Board of Directors.
- Events that promote services which require state licensing (i.e. medical services, body art and piercing, personal grooming, childcare, etc.) are prohibited.
- Sexually oriented events or sexually oriented entertainment at events is prohibited.
- Association sponsored community events are exempt from rental fees and take precedence over private rentals.
- Smoking is not permitted inside the clubhouse and is only allowed in designated areas.

- Pets are not permitted inside the clubhouse or within pool amenities except for those aiding the disabled.
- Noise and music must be maintained at a level which does not disturb neighboring homeowners or the general public. In the event of complaints, from officials or the general public, violation penalties may be assessed.
- No wet bathing suits or bare feet are permitted inside the clubhouse at any time.
- Management staff may be present during your event and will have access to all areas of the facilities.
- **Access to the storage closet is not permitted.** Owners must bring their own cleaning supplies to clean up after an event.

Release & Indemnification

In the event of an emergency during your event, please contact 911 and the BOD After-Hours Emergency Call Center at (214) 566-1900.

Renter agrees to bear sole and complete responsibility for, and hereby release, forever discharge and agree to indemnify and hold harmless Tavolo Park Homeowners Association and Guardian Association Management, and their officers, directors, agents, employees and representatives from and against: a) personal injuries, including death, to myself or my guest or my invitees which arise during the use of HOA amenities under the terms of this agreement; b) for any personal property or articles lost, damaged or stolen during the use of HOA amenities under the terms of this agreement; and c) any and all damages to HOA amenities, including its contents and furnishings.

ACCEPTANCE - The undersigned acknowledges, and agrees to, the items detailed above and as evidenced by my signature below, the Contract is hereby approved and considered to be legally binding.

I, *(name)* _____ of *(address)* _____

, I have read and agree to all the contractual terms above.

Homeowner’s Signature _____ Date _____

TENANTS – Tenants must sign, provide contact information, and obtain the homeowner’s signature of approval for rental.

Tenant’s Signature _____ Date _____

_____ Email Address: _____ Phone Number: _____

Office Use:

Rental fees paid: \$ _____ Check number: _____ Date: _____

Deposit fee paid: \$ _____ Check number: _____ Date: _____

Off Duty Officer & TABC Deposits

Deposit fee paid: \$ _____ Check number: _____ Date: _____

_____ Deposit fee paid: \$ _____ Check number: _____

_____ Date: _____

HOA Representative Signature: _____ Date: _____