



8800 Lodge Drive
Pike Road, AL 36064

HOA Office e-mail : hoawoodlandcreek@gmail.com

Phone: 334-300-5325 Fax: 334-271-1507

**THE LODGE RENTAL AGREEMENT
(POOL AREA IS NOT INCLUDED BUT CAN BE RENTED SEPARATELY)
Rental Guidelines and Fee Schedule**

Rental (No alcohol being served)

Security Deposit Required \$300.00
Rental Fee \$45.00/hour with a four (4) hour minimum (no prorated hours)

If alcohol is served: Security is required on-site

Pay Security that night by check \$35.00/hour with a four (4) hour minimum

Note: Rental fee includes all expenses related to the rental of the Lodge and cannot be waived.

*** Payments must be received from Woodland Creek HOA Members only. Cash and Credit Cards are not accepted. Security Deposit and Rental Fee checks should be made payable to Woodland Creek HOA, Inc. Separate checks are required for Security Deposit, Rental Fee and Security Fee. ** The fee for returned checks will be the maximum amount allowed by current law.*

Room Capacity: ~~150 people~~ *75 people

Member Information

WOODLAND CREEK HOA MEMBER NAME: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

WOULD YOU LIKE THE SECURITY DEPOSIT _____ SHREDDED OR _____ AVAILABLE FOR PICKUP? CHECKS WILL BE DESTROYED IF ON FILE 2 WEEKS AFTER THE DATE OF THE RESERVATION.

Reservation Information / Rental Guidelines

TODAY'S DATE: _____ DATE OF EVENT: _____

TIME RESERVED FOR LODGE: Start _____ End _____ ALL EVENTS MUST END BY **11:30 PM**
(Set up and take down time for an event is part of reservation time. Therefore, any time needed to set up or take down for an event **must** be within the designated reservation time.)

ACTUAL TIME OF EVENT: Start _____ End _____ ALL EVENTS MUST END BY **11:30 PM**

OF GUESTS _____

TYPE OF EVENT: _____

MUSIC OR ENTERTAINMENT: YES / NO _____
(IF YES, PLEASE REFER TO AMENITY CENTER RULES & REGULATIONS.) (DJs and loud music are not allowed before 5:00 pm or during office hours.)

FOOD & BEVERAGE: YES / NO _____
(IF YES, PLEASE REFER TO AMENITY CENTER RULES & REGULATIONS.)

WILL ALCOHOL BE SERVED and/or PRESENT: YES / NO _____
(IF YES, SECURITY SERVICE MUST BE PRESENT. PLEASE REFER TO AMENITY CENTER RULES & REGULATIONS.)

*A Lodge key will be provided to the HOA member the day of the scheduled event.

Please note the following important information:

- ◆ Reservations are only available to Members of the Woodland Creek Homeowners' Association. Reservations will not be made for Members with outstanding Homeowners' Association dues. Member of the Association reserving the Lodge must be present during their reservation.
- ◆ **Reservations are made by contacting the HOA Office by e-mail: hoawoodlandcreek@gmail.com**
(all inquiries to check available dates for lodge rental need to be done by e-mail) at least fourteen (14) days prior to requested reservation date. If the requested date and time are available, a reservation will be made. **A rental agreement and security deposit must be on file one week after the reservation is made to continue to hold the reservation.**
- ◆ All rental payments must be received by the HOA Staff fourteen (14) days prior to the reservation date. Failure to complete an agreement and submit fees within the specified time will result in CANCELLATION of the reservation. Security Deposit and Rental Fee must be two (2) separate checks.
- ◆ Management must be notified of the need for security service at least fourteen (14) days prior to the date of the event. If Management is given notice less than fourteen (14) days prior to the date of the event, permission to serve alcohol will be declined. A separate check must be written to the security guard and given to them at the time of the party.
- ◆ Reservations will not be taken more than six (6) months in advance.
- ◆ **Cancellation of Reservations – In the event that the HOA Member is not going to be able to use the amenities as reserved, Member must notify the HOA Office by e-mail: hoawoodlandcreek@gmail.com so that arrangements can be made with the companies that service the amenities. All cancellations must be made at least ten (10) days prior to the event. If Management does not receive appropriate confirmation of the Lodge cancellation within ten (10) days prior to the event, the homeowner will forfeit \$50.00 of the Security Deposit.**
- ◆ Keys must be placed in the drop box located outside the Lodge front doors right after the party. The cleaning and security service providers are not permitted to accept the return of a Lodge key. If the key is not returned as outlined above, a \$50.00 fee will be taken from the Member's security deposit.
- ◆ **All events must end at the designated reservation time. If a Lodge event continues past the designated reservation time and the cleaning service is unable to access the facility as scheduled, or the security service has to remain on-site past the designated reservation time, there will be an additional fee of \$150.00 taken from the Member's Security Deposit and the Member will be charged at the regular hourly rate for the additional event time.**
- ◆ Tape, string, and all other items used to hang decorations must be removed at the end of the event.
- ◆ The refrigerator and freezer must be cleaned out, and the ice maker turned off at the end of the event. (Ice maker bar must be pulled up to stop the ice maker from producing ice.)
- ◆ Furniture may be moved around within the Lodge doors to accommodate the Lodge event. Only the 6 tables and their chairs may be moved out of the main room. However, all furniture must be returned to its original location. Please use caution when moving furniture. Furniture is not to be placed on tile floor, nor placed outside the Lodge. **(Dragging furniture across the floors, carpet or tile, can cause damage.)** If all furniture is not returned to its original location at the end of the reservation, a charge of \$65.00 will be taken from the Member's Security Deposit. The cost to repair any damage to the Lodge property as a result of Member moving furniture will be taken from the Member's Security Deposit.
- ◆ Woodland Creek Lodge / Gathering Hall Rules & Regulations must be followed by Members and are considered as a part of this Rental Agreement. Failure to adhere to these rules may cause the loss of Lodge privileges. (See Amenity Center Rules & Regulations.)
- ◆ The HOA staff will not sign for any rentals (i.e. tables, chairs, etc.). The Member must be present to sign for all rentals. No rentals may be stored overnight. Rentals may only be delivered during the time of the reservation and must be picked

up prior to the end of the reservation. The Woodland Creek Homeowners' Association is not responsible for any items left on-site after the reservation. Items that are left inside the Lodge after the reservation time may be placed outside of the Lodge in a non-secure area. Any cost associated with relocating items left in the Lodge will be taken out of the Member's security deposit.

- ◆ **Set up and take down time for an event is a part of the reserved time and will be charged at the regular hourly rate. Therefore, any time needed for set up or take down for an event must be within the designated reservation time. Members will not be allowed to access the Lodge until their designated reservation time. **In the event that a Member and/or Member's guests enter the Lodge prior to the reservation time, the Member will be billed for the time at the regular hourly rate. No exceptions.****
- ◆ When throwing garbage away, please note there are three (3) garbage cans located directly outside the service entrance in the kitchen, and two (2) more located directly behind the outdoor fireplace.
- ◆ It is the sole responsibility of the Member to inspect the Lodge and Amenity Center. If the Lodge and/or Amenity Center require attention, a member of the HOA Staff should be notified prior to the start time of the event. If the Information Center is closed, Member must leave a message by e-mail: hoawoodlandcreek@gmail.com. The message must be received prior to the start time of the event. (i.e., damaged furniture, carpet stains, etc.) Rental fees will not be waived due to unforeseen mechanical problems (i.e., electrical, hvac, gas, etc).

HOLD HARMLESS AGREEMENT

I, _____ am a Member of the Woodland Creek Homeowners' Association, Incorporated and am desirous of using the Woodland Creek Lodge for an event to be supervised by me and my appointees; I have received and agreed to the items listed above and the Amenity Center Rules & Regulations of the Association. I further agree to indemnify and hold harmless the Association, its Directors, its Members, its Employees, its Agents, the Developer, its Agents and its Employees from any and all claims, losses, suits, damages, judgments, expenses, costs, and charges of every kind and nature, from any injury and damage to me or my guests resulting from the use of the amenities.

***COVID 19:**

By signing below you agree to adhere to all local, state and CDC guidelines regarding COVID 19.

Signature of Member

Date Signed

Member's Address

TIMELINE CHECKLIST

This checklist is for your purposes and is not required to be turned in with your application.

	No less than 14 days prior to the date you're trying to reserve	Check Availability by emailing hoawoodlandcreek@gmail.com
	Submit Rental Agreement and Security Deposit Check within one week to keep date reserved	Once HOA confirms date is available
	No less than 14 days prior to your event	Submit Rental Fee
	Notification must be given no less than 14 days prior to your event.	If alcohol will be served (if not originally notated on your rental agreement)
	Notification must be given no less than ten (10) days prior to your event (otherwise \$50 will be forfeited from your Security Deposit)	Need to cancel?
	Day of the Event	Receive Key
	Setting up for your event during your reservation time	Furniture may be moved around, though only the 6 tables and their chairs may be moved outside of the main room. Use caution when moving furniture, dragging items across the floor can cause damage to the furniture and the floor.
	When your event is over	Return furniture to its original location(s). Any tape, string, or other items used for decorations must be removed.
	When your event is over	Garbage cans are located directly outside of the service entrance in the kitchen. Additional cans are located behind the outdoor fireplace.
	After your event	Leave key in the dropbox