



LODGE RESERVATION AGREEMENT

8800 Lodge Dr. Pike Road, AL 36064

hoawoodlandcreek@gmail.com

HOMEOWNER & EVENT INFORMATION

Date

Name

Phone

Address

Email

Type of Event	Date of Event	Set Up Start Time	Event Start Time	Event End Time	Cleanup End Time

Will alcohol be served/present?	<p><i>If yes, you will be required to pay for a security officer to be present during your event. We will hire the officer. You will be the day of point of contact. Please ensure you have given accurate contact details.</i></p>
<p>Yes No</p>	

FEE BREAKDOWN

REQUIRED

Security Deposit

- \$300
- Turned in at the same time as your form
- Checks only
- Check shredded after event

Rental Fee

- \$50/per hour
- Minimum of 4 hours
- No prorated hours
- Turned in no less than 14 days before event
- Check or money order

REQUIRED, Only when security is hired.

Security Officer

- \$45.60/per hour
- Minimum of 4 hours
- Turned in at the same time as the fee
- Check or money order

ACKNOWLEDGEMENT

The homeowner signing this Reservation Agreement hereby acknowledges that they have read this agreement and agree to be held personally liable for any damages caused to the facility during the period of use noted above beyond which the required insurance may cover. The homeowner further agrees to indemnify and hold harmless the Woodland Creek Homeowners' Association, Inc., its Directors, its Members, its Employees, its Agents, the Developer, and its Agents from any and all claims, losses, suits, damages, judgements, 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 facility.

Signature of Homeowner

Date



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FEE/DEPOSIT SCHEDULE & DEADLINES

1. Separate checks must be provided for the security deposit and fee, as well as the security officer.
2. The security deposit is required at the same time your reservation form is submitted.
3. Security deposit check will be shredded after event.
4. The fee and security officer payments will be required no less than 14 days prior to your event date.
5. Payment should be made payable to:
Woodland Creek HOA.

GENERAL TERMS & CONDITIONS

Reservations: Reservations will be accepted on a first come, first served basis. Check the availability of a date by emailing hoawoodlandcreek@gmail.com

Cancellations: All cancellations must be made at least ten (10) days prior to event by email. If less than ten (10) days, \$50 will be forfeited from your security deposit. If your cancellation happens the day of your event, additional fees may apply. If your cancellation happens after the start time of your reservation, you will be immediately forfeiting your rental fee.

Hold Harmless & Indemnification: By signing this Reservation Agreement, the homeowner agrees to hold harmless and indemnify the Woodland Creek Homeowners' Association, Inc. against any and all claims of liability occurring as a result of the use of the noted facility. The homeowner agrees to indemnify and hold harmless the Woodland Creek Homeowners' Association, Inc., its directors, its members, its employees, the Developer, its agents from any and all claims, losses, suits damages, judgements, expenses, costs and charges of every kind and nature, from any injury and damage to the homeowner or the homeowner's guests resulting from the use of the facility.

General Liability Insurance: The homeowner requires Proof of Insurance for all events to include General Liability Insurance in the amount of no less than \$1,000,000 per occurrence and listing the following as Additional Insured's and Certificate holders: Woodland Creek Homeowners' Association, Inc. Proof must be provided no less than five (5) business days prior to the event date.

Management Personnel: Management personnel will not sign for any deliveries associated with the event (tables, chairs, food, etc.), nor shall they be responsible for storage thereof, before, during, or after the event.

Venue Condition: The homeowner agrees to use the facility as is and with all its faults. The facility shall be returned to the condition in which it was received, with all event decorations (including, but not limited to, tape, string, and any other items used to put decorations up), trash, garbage, and rented items removed. Rental fees will not be waived or reduced to unforeseen mechanical problems. If furniture is not returned to its original position, a \$65 fee will be applied to the homeowner's dues invoice.

Alcohol: For any event which has alcohol, a security officer will be hired at the homeowner's expense and must be present during the duration of the reservation.

Music: Music or noise shall not be loud enough to disturb the peace of the neighborhood or its residents in accordance with the towns ordinances. The cut-off time for all music (live music, dj, and other entertainment) is 11:00pm.

Pool: This reservation is only for the Woodland Creek Lodge. The Pool can be reserved separately during the private pool party time (Sundays, 6:00pm-10:00pm)

Signature for receipt of terms & conditions

Date



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All communication will take place via email through hoawoodlandcreek@gmail.com

FREQUENTLY ASKED QUESTIONS

When do I get the key?

You will receive an email from hoawoodlandcreek@gmail.com the week of your reservation. In this email, you will be advised how and when you will receive the key.

How do I return the key?

Instructions for locking the door and returning the key are physically attached to the key. Failure to return your key as outline, will result in a \$50 deduction from your security deposit.

Can I access the Lodge early?

No. Any time you need to set up or take down must be included in your reserved time. If you are late exiting, you may be charged additional fees.

Can I add time to my reservation?

It depends. Adding time before is accepted up to one week before your reservation. Adding time to the end depends on the availability of our cleaning crew, and cannot be requested less than 2 weeks before your reservation.

What else would be good for me to know ahead of time?

- We do not have an ice machine.*
- You can find trash cans in the closet located in the kitchen, but are responsible for bringing your own trash bags.*
- We do not provide any dishwashing supplies. Though you are welcome to use the sink and even the dishwasher, you are responsible for bringing cleaning tools.*