

Hide-A-Way Lake

Downstairs Room Rental Contract

- Downstairs room rental includes both the Lobby and Board Room. Maximum room capacity for downstairs is 80 people.
- The base price for room rental is \$150.00 for 3 hours. Each additional hour is \$50.00 per hour. (Prices will be charged at the current rate.)
- Room rental may only take place when both the Office and Restaurant are closed.
- Room rental is not confirmed until payment is received by the HAWL Office. Payment must be made by either cash or check. Payment cannot be charged to the HAWL account.
- Payment is nonrefundable.
- Guests must be registered in the Gate Sentry system either through the app or website for the date of the event. If you are unable to use the Gate Sentry app or website, then a printed guest list in alphabetical order must be provided two business days before the event. Only the property owner and his/her guest(s) may enter the facility.
- Prior to and after the event, the property owner will contact Security to unlock/lock the downstairs Lobby door (closest to the pool) and the downstairs Board Room door.
- Signs regarding the location of the light switches for the room are posted in each individual room.
- No nails, tape, staples, tacks, or any other type of anchor will be allowed to be attached to the walls, ceilings, windows, etc.
- Sand and/or water is not to be tracked into the Lodge.
- Room is to be left in the same original condition as found (clean and orderly). A broom and dust pan will be provided. Trash bags will be provided for trash disposal.
- **It is understood that the room will be left clean and in the same layout that it was pre-event. If the room is not put back in order, a break down fee of \$50.00 will be charged to the property owner's account.**
- **It is understood that if the room/area is left in disarray, damaged or otherwise left in disrepair, an appropriate clean-up/repair fee will be charged to the property owner's account.**
- The property owner is liable for any and all damages to the facility and/or furnishing.
- The property owner is responsible for the actions of their guest(s) at all times while in the community.
- HAWL proudly boasts a family environment. Hide-A-Way Lake Club, Inc. reserves the right to deny, cancel, or terminate the event if it does not reflect a family friendly environment.

Room Rental Date: _____ **Time of Room Rental:** _____

Description of Function (ex. baby shower, birthday party, etc.): _____

Approximate Number of Guests: _____

Payment Amount Due for Room Rental: _____

(\$150.00 for 3 hours and \$50.00 an hour for each additional hour.)

Lot # _____

Property Owner Name: _____ **Phone Number:** _____

Property Owner's signature below indicates he/she has read the above and agrees to the conditions.

Signature: _____ **Date:** _____

Manager Approval: _____ **Date:** _____