Green River HOA "GRHOA"

Booking Form

/

date

Type of event: _____

Date of event: _____ Starting time: Finishing time:

Requirements listed below must be met before a Party Reservation Request can be approved.

- All paperwork listed below must be submitted to the Clubhouse at least 2 weeks prior to usage date.
- Attached paperwork must be completely filled out and signed before being accepted by a Clubhouse staff member and submitted for review.

Location	Guest Count	Price	Deposit	Add- Ons
○ **Clubhouse** (Lobby & Kitchen)	○ Up to 15	$100	$100	○ Security if alcohol present hourly rate of $____
○ **Pool** (Tables & chairs under sunshade)	○ Up to 50	$200	$150	○ "After Hours" Hourly rate: $50
	○ Up to 100	$400	$150	

Contact Details

Contact Name: _____ Phone #: _____

Email: _____

Address: _____

Outside Vendors being used? _____

Payment Details

Deposit required to reserve date. Reservation paid in full 2 weeks prior to event date.

Payment method: ○ Cashiers Check ○ Money Order

Requirements listed below must be met after a Final Approval has been made:

- Clubhouse rentals are for homeowners; tenants requesting clubhouse rentals require authorization from Homeowner.
- Payment and certificate listed below must be submitted to the Clubhouse at least 2 weeks prior to usage date.
- A copy of a Certificate of Insurance, on homeowner's insurance, naming Green River Homeowners Association as an additional insured (amount of $1 million, no deductible) for the date of the approved Clubhouse usage.
- Appropriate deposit per guest count must be made out to "GRHOA" in the form of a CASHIERS CHECK OR MONEY ORDER.
- A non-refundable rental fee must be made out to "GRHOA" for "clubhouse rental" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- If alcohol will be present, a Private Patrol guard non-refundable fee of the current applicable rate per hour must be made out to "GRHOA" for "Private Patrol Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- If a party is scheduled after hours, a non-refundable employee fee of $50 per hour, must be made out to "GRHOA" for "After Hours Fee" in the form of a CASHIER'S CHECK OR MONEY ORDER.
- An attached copy of the party's guest list, including any outside service providers, must be submitted to the Clubhouse 1 week prior to the scheduled event.

_____

Signature

Clubhouse Reservation Agreement

Reservation Payment & Policy: Cashier's checks or money orders should be made payable to GREEN RIVER HOMEOWNERS ASSOCIATION "GRHOA" and must be signed by the homeowner responsible for the usage of the Clubhouse. Completed application and money orders are to be delivered to the Clubhouse office. Reservations are taken on a first come first serve basis, based on the date of receipt of the deposit money orders/cashier checks. Homeowners account with GREEN RIVER must be current upon receipt of the Clubhouse reservation request and current on the date of the actual reservation. Homeowners with a delinquent account will not be permitted private use of the facilities regardless of deposits. I understand that there may be FOUR money orders/cashier checks required to be submitted with this application. I understand that I must submit all fees in the form of a money order or cashier's check. I understand that personal checks will not be accepted. I understand these money orders/cashier's checks and application must be received two weeks prior to the reservation date. I understand my event is not confirmed until all fees have been paid and final approval has been received from Clubhouse Manager.
_____ **(initials)**

Rental Responsibilities & Regulations: I am responsible for damages, setup, and cleanup, including removing decorations, restoring furniture, and disposing of trash in provided clubhouse trashcans. Pool and foosball tables must not be moved—violations result in deposit loss. Serving alcohol to minors is prohibited and will lead to legal action and revoked facility access. Guest count must not exceed capacity, or my deposit is forfeited. A guest list is due one week prior, and unlisted guests require verbal authorization. Setup is allowed two hours before the event, and cleanup must be completed by the end time. Exceeding Clubhouse hours may result in an after-hours fee deducted from my deposit. Failure to return the facility to its proper condition will result in a $150 cleaning fee deducted from my deposit.
_____ **(initials)**

Liability Waiver & Insurance Requirements: The undersigned agrees to hold the Green River Homeowners Association and its managing agents, free from any liability for any personal injury and/or property damage sustained by them or their family or guest while using the premises of the Clubhouse, and agree to compensate the Green River Homeowners Association for any damages to its Clubhouse and/or facilities resulting from this usage. I agree to provide a certificate of insurance (in the amount of $1 million, no deductible) naming Green River Homeowners Association as an additional insured for the date of the Clubhouse usage. Certificate will be provided two weeks prior to the Clubhouse usage. Failure to provide said certificate will result in cancellation of the usage regardless of deposits. I agree to be present through the entire function for which the Clubhouse is being rented and will be responsible for the conduct of the participants present at the function.
_____ **(initials**)

Indemnification & Hold Harmless Agreement: I hereby agree to INDEMNIFY and HOLD HARMLESS Green River Homeowners Association, its members, directors, officers, representatives, administrators, agents, partners, employees, attorneys, insurers, successors and assigns FROM ANY AND ALL CLAIMS, DAMAGES,ACTIONS, CAUSES OF ACTION, LIABILITIES, LOSSES, COSTS, ATTORNEYS' FEES AND ANY OTHER EXPENSES arising out of or occurring in connection with the event, including but not limited to claims: alleging the active or passive negligence of the Association; for any loss or damage to the Association's real or personal property; and for any injury to person(including wrongful death)or property from or related to the event, use of the common area, the improvements thereon and other equipment.
_____ **(initials)**

BY SIGNING BELOW, THE UNDERSIGNED AGREES TO HAVING READ AND UNDERSTOOD ALL THE ABOVE PROVISIONS AND THOSE OF THE ATTACHED USAGE POLICY FORM AND AGREES TO ABIDE BY THE SAME. FURTHER, THE UNDERSIGNED AGREES THAT ANY DEVIATION OF AGREEMENT WILL RESULT IN CANCELLATION OF RESERVATION, POTENTIAL FINES AND/OR RESTRICTION OF FUTURE RESERVATION PRIVILEGES.

Signature of Homeowner: _____
Date: _____

Signature of final Approval: _____
Date: _____