

**Thistle Downs Property Owners Association, Inc.**

**THISTLE DOWNS AMENITY CENTER COMMUNITY ROOM**

**RESERVATION OR RENTAL AGREEMENT**

It is recommended that reservations be made at least four (4) weeks in advance of event date to ensure availability.

All rules and regulations apply to the use of the Thistle Downs Amenity Center. **THIS RESERVATION DOES NOT INCLUDE USE OF THE POOL/ POOL ENCLOSURE AND WORKOUT AREA!**

If, as a result of your function there is damage to the Thistle Downs Amenity Center and its contents, the person reserving will be responsible for the cost of ALL damages. This payment is to be made immediately upon receipt of billing from Thistle Downs POA, Inc. If legal action is required to obtain payment, the renter will be responsible for all legal fees pertaining to collection.

**Reserving the Thistle Downs Amenity Center Community Center by a POA Member:**

- Contact the POA management company to request & complete the forms for a reservation.
- Signed waiver is required with the reservation form.
- **Checks are required for “Private Closed Events” only (see Policies)**  
Rental Fee - \$100 for Member  
Cleaning Fee -\$100 (The cleaning fee will be refunded if left in a clean, damaged free condition after inspection by Delegate or Delegate Agent.)

A reservation is confirmed once the request (and payments if required) and Hold Harmless Waiver has been received and accepted by the Delegate or Delegate Agent.

**Checks are to be made out to: *Thistle Downs POA, Inc.***

Checks must be received by the Delegate or their Agent upon confirmation that the reservation has been accepted and approved by the Thistle Downs POA Board of Directors.

**All Renters:**

Thistle Downs Amenity Center Community Room must be returned to original condition by 10:00 a.m. the following day. If a function is scheduled for the following day, the Amenity Center Community Room must be cleaned and ready for use by 7:00 a.m.

It is expected by the POA members that the facility is left in the condition in which it was received. Any spillage as a result of food or beverage usage should be remediated via a wet mopping as required to return the facility to a clean and bright condition.

The following is required:

1. All trash must be placed in approved trash bags and placed in the designated area.
2. The Community Room shall be left in a "broom swept" condition, where a "broom swept" condition should include wiped down countertops and tables, floors should be swept and wet mopped where/when required.
3. All food and beverages must be removed.
4. All non-Thistle Downs Amenity Center property must be removed.
5. All furniture and furnishings must be returned to their original position.
6. All windows and doors must be properly closed and locked.
7. Fireplace should be shut off and double checked prior to leaving.
8. All lights turned off.

THE UNDERSIGNED ACKNOWLEDGES READING THIS AGREEMENT ALONG WITH THISTLE DOWNS AMENITY CENTER RULES, AND AGREES TO COMPLY IN ALL RESPECTS.

MEMBER SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE AND TIME OF FUNCTION: \_\_\_\_\_

TYPE OF FUNCTION: \_\_\_\_\_

ESTIMATED NUMBER OF ATTENDEES: \_\_\_\_\_

**To Be Completed by Thistle Downs POA Agent**

Rental Fees & Deposits Received       YES       NO

BOD Approved       YES       NO

Application Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**THISTLE DOWNS PROPERTY OWNERS ASSOCIATION, INC.**

**WAIVER TO HOLD HARMLESS**

Upon reserving the Thistle Downs Amenity Center Community Room for your function, you and/or your contractor (to include but not limited to – caterer, disc jockey, photographer, etc.) agree to the following:

Indemnify and hold the Thistle Downs Property Owners Association, Inc. harmless against any and all liability, loss, claims, damages, causes of action, or costs (including attorney's fees) for or on account of bodily injury or property damage arising out of or in connection with the work or Contractor's activities and occurring by reason of the acts or omissions of Contractor, its agents, employees, or subcontractors.

Name: (Print)

\_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Date(s) of Function: \_\_\_\_\_

Thistle Downs POA representative: \_\_\_\_\_

Date: \_\_\_\_\_