



Owls Nest Clubhouse Guidelines and Events Application Form

The Clubhouse is the heart of our community. To ensure everyone enjoys the space safely and fairly, please follow these guidelines for your next gathering.

The Clubhouse and adjacent outdoor patio and grill area can be reserved for a private event. However, **the Pool is not available for reservation.** Any Resident who wants to schedule a private event utilizing the Owls Nest Facilities must complete a **Facilities Reservation Application**, agree to be responsible for any damage, misuse, replacement and additional cleaning that result from the approved reserved event. Likewise, the Resident must also agree to pay the Reservation Deposit and provide any required insurance or other necessary documentation. This form must be received by the HOA no less than 14 days prior to the date of the event.

An Event will not be approved if all of the required information is not provided within the time specified. Additionally, an event will not be approved if another approved event is scheduled on the same date at the same time. Only one approved event is allowed at a time on a first come basis.

An approved Reservation provides approval for the Applicant to use the facilities for an event in accordance with **the Reservation Policy but does not confirm exclusive use of the Facilities to the exclusion of other Residents and their guests during a booked event.** Residents may continue to use the facilities, but in a manner that does not interfere with the approved event.

No 'cover charge' or any other form of compensation may be charged to Residents or Guests attending a reserved event. Donations are acceptable only to the extent that the donation is for a charitable non-profit organization.

Minors attending an approved event must be accompanied by an adult.

Hours of reservation are limited to the hours of 10 am until 10 pm. However, all residents should ensure that any noise generated from any event is kept to a reasonable level, being considerate of proximate houses.

The Resident Applicant must be in good standing with the HOA to apply for a reservation.

Please do not redecorate the Clubhouse but if you must move a few small items they must be put back in place at the end of the event.

Residents must refrain from smoking and vaping at any of the Facilities. This includes the outdoor areas and parking areas.

Residents responsible for the reserved event are responsible for informing all guests of the Owls Nest Policies and Procedures for use of the Facilities. Likewise, all Residents are responsible for informing all guests that the reserved event is limited to the Facilities and guests are prohibited from trespassing onto Residential properties for any reason.

All guests must be appropriately attired. Shoes, shirts and cover-ups required inside the Clubhouse.

The cash deposit fee of \$200 is required for any approved reserved event. This deposit will be returned in full after the conclusion of the reserved event subject to any deductions that will be made for damage or additional cleaning required because of the Resident's failure to leave the Facilities in an acceptable condition at the conclusion of the reserved event.

Acceptable Condition: remove all trash, food waste, wipe down tables with cleaning products found in kitchen cupboard beneath the sink or basin. Return any items moved to their original place. Report any damage or breakages to Barkan so replacement can occur.

ALL RESERVED EVENT GO-ERS SHOULD BE MINDFUL OF OTHER RESIDENTS AND ALWAYS KEEP ALL NOISE AT A MINIMUM.

1. Booking Your Event

- **Open Access:** The Clubhouse is a community-owned space. Even during a reserved event, the facilities remain open to all residents. **Exclusive or "private" parties are not permitted.**
- **First-Come, First-Served:** Reservations are handled in the order received.
- **Advance Notice:** Please download the form from www.owlsnest5.com and submit your request to Barkan Management at least **two weeks** in advance.
- **Approval:** All bookings will be reviewed by Barkan, communicated by Barkan to the Applicant Resident and noted on the calendar found on the Owls Nest Website.

2. Party Prep & Requirements

- **Alcohol & Catering:** If you are using a caterer or bartender, you must provide **Proof of Insurance** to the Board 14 days before your event. If alcohol is being served, the appropriate permits are required to be submitted to Barkan.

- **Cleaning Fee:** The cash deposit of \$200 is required for all approved events. Any food and beverages provided for the reserved event must be removed from the Facilities upon the conclusion of the reserved event. All trash must also be removed from the Facilities at the conclusion of the reserved event and tables wiped down with cleaning products found in the kitchen area. A member of the Facilities and Landscaping Committee will check the condition of the Clubhouse immediately following the event.
- **Liability:** Residents must sign a standard agreement. You are responsible for any damages and professional cleaning costs incurred during your event.

3. Safety & Capacity

- **Fire Code:** Maximum occupancy is strictly limited to **51 people**. Any Reservation is limited to no more than 30 guests inside the Clubhouse.
- **Stay Local:** Guests must remain on Clubhouse property. Walking through the neighborhood with alcohol is strictly prohibited.

4. Parking & Neighbors

- **Designated Lots:** Guests must park in the two lots on the Clubhouse side of the street.
- **Be a Good Neighbor:** Please remind guests to be mindful of noise and traffic to avoid disturbing residents living near the Clubhouse.

5. Care of the Space

- **Wall Protection:** Do **not** use tape, pins, or adhesives on the walls.
- **Furniture:** Please keep all furniture in its original position.
- **Clean-up:** All trash, decor, and leftover food must be removed by the end of your event.

FACILITIES RESERVATION APPLICATION FOR OWLS NEST

By signing this form the Applicant confirms and acknowledges that he/she will attend the event for its entirety and provide contact information for the Resident during the event.

Responsible Resident/Applicant Name:

Contact Cell Number _____

Date of Event _____

Timing of the Event: _____ to _____

Purpose of the event: _____

Number of expected guests: _____

Does Resident expect to rearrange furniture: Yes No

Will the event be catered: Yes No

Will alcohol be supplied by the Resident, a vendor or otherwise?

Will decorations be used? If so, describe them and how they will be installed.

I hereby agree to INDEMNIFY and HOLD HARMLESS Owls Nest Homeowners Association, it's members, directors, officers, representatives, administrators, agents, partners, employees, attorneys, insurers, successors and assignees 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 reserved 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. 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 OR RESERVATION,
POTENTIAL FINES AND/OR RESTRICTION OF FUTURE RESERVATION PRIVILEGES.

Signature of Homeowner: _____

Date: _____

Signature of final Approval: _____

Date: _____

Cash Deposit Fee \$200 received: _____

(Held by Chair of Facilities and Landscape Committee, returned in full after inspection of facilities after an event if there are no deductions for damage and extra cleaning).