

## **RESERVATION REQUEST**

### **Reservations**

The Huntington Park ("Park") is available for events by reservation only. Reservations are limited to up to 50% of the Park (not including the portion of the Park dedicated to dog exercise). Reservations may not be made more than one hundred twenty (120) days in advance of the event, and you are encouraged to submit the request, and all required documents, at least two weeks prior to the proposed event. The Park may not be rented on New Year's Eve, New Year's Day, Presidents Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Eve and/or Christmas Day. The Board may determine that certain other dates will not be available for reservations. Association-organized events have priority over other reservations, but otherwise availability of the Park is on a first come, first serve basis. There is a 4-hour maximum reservation for all events. The Park opens at 7 a.m. on weekdays and 8:00 a.m. on weekends. The Park closes at sundown. The Park can be closed to others for 1 hour for ceremonies (e.g., memorial service, wedding ceremony, etc.) Parking cannot be reserved for any event.

Reservations may be made by residents with key cards for use by the resident and their guests for a private event. The resident must fill out, sign, and return the attached Reservation Request. The membership related to the residency (the owner of the home) must be in good standing (i.e., not in violation of the governing documents, not delinquent in assessments, not previously subject to disciplinary action because of a Park event). Owners are encouraged to check reservation availability on the Connect Resident portal (<https://huntingtonpalisades.connectresident.com/>) before submitting a Reservation Request.

Athletic activities (such as private sports training) involving non-residents and/or more than eight (8) participating athletes require a reservation. A reservation is not required for training if the participants are all residents and from only one or two households within HPPOC. A Reservation Request will not be considered if submitted without the required liability release, insurance endorsements, deposits, and fees. Reservation Requests must be approved in writing.

### **Prohibitions**

Please carefully review the Park Rules regarding prohibited activities, particularly those associated with training and sports. The resident signing the Reservation Request must be present, at all times, during the reservation period, must review the Huntington Park Rules, and must ensure that all guests adhere to the Rules. Key cards may not be provided to any non-resident, including vendors and party planners.

Whistles, speakers, and/or voice amplifiers may not be used. Cleats or other equipment that may damage the turf may be prohibited. (e.g., drills should not be run adjacent to a neighboring home if the drills will involve prolonged shouting or cheering). Breakable containers (such as ceramic or glass) are prohibited. Open flames are prohibited, except small candles for food warming trays.

There are no restrooms at the Park. The resident making the reservation is responsible for rental of portable restrooms and cleaning stations, if needed. There is also no electricity provided at the Park. The homeowner is permitted to provide a generator for the event, if needed. The person making the reservation is responsible for cleaning up after the event and leaving the Park in pre-event condition.

### **Rental Fees and Deposits**

1. The Reservation Request must be accompanied with personal checks or money orders made payable to HPPOC.
2. Fees (non-refundable)
  - a) Weddings for Residents - \$300
  - b) Weddings for Non-Residents Hosted by a Resident - \$1,000
  - c) Parties or Other Non-Wedding Events for Residents - \$100, except that parties for children under the age of 12 with 12 or less guests are free of charge.
  - d) Wedding rehearsals may take place prior to the wedding, with no additional cost, but should be described on the Reservation Request (including date, time and the number of guests).
3. Security Deposits (refundable)

All Reservation Requests should include a check for \$500 as a security deposit to cover any direct expenses resulting from the event, such as the cost of any repairs or cleaning. The Board may require up to an additional \$500 as a condition of the reservation based upon the type of event or the consequences of prior events hosted by the resident. Security deposits will normally be refunded within thirty (30) days of the event. If any amount is deducted, proposals, invoices or receipts will be provided to the resident.

### **Insurance Requirements**

Residents must provide an additional insured endorsement to their liability policy naming HPPOC and its management company as an additional insureds. The policy must have a minimum of \$1,000,000 coverage per occurrence, must be primary and noncontributory with respect to any policies carried by HPPOC, and must include a waiver by the insurer of any right of subrogation against HPPOC, its agents, or volunteers.

### **Vendor Information**

With the Reservation Request, residents should submit a separate document providing the name of all vendors (including caterers, rental companies, party planners, coaches, etc.). Under each vendor's name please specify the services or goods being supplied, when the vendor will be dropping off and picking up supplies and include a copy of the vendor's liability insurance company name and policy number.

Resident Name \_\_\_\_\_

HPPOC Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Alternate Number \_\_\_\_\_

Email(s) \_\_\_\_\_

Key Card Number(s) \_\_\_\_\_

Date of Proposed Event \_\_\_\_\_

Start time \_\_\_\_\_ End Time \_\_\_\_\_

*There is a 4-hour maximum for all events. The Park opens at 7 a.m. on weekdays and 8:00 a.m. on weekends. The Park closes at sundown.*

*The Park can be closed to others for 1 hour for ceremonies (e.g., memorial service, wedding ceremony, etc.) Are you requesting Park closure for 1 hour, and if so, at what time? \_\_\_\_\_*

Description of Event \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No. of Guests \_\_\_\_\_ (50 maximum / 75 if shuttled to Park)

By signing below the resident agrees to protect, indemnify, save, and hold harmless HPPOC. and its agents and volunteers, from any and all claims, demands, and causes of action on account of any loss, damage, or injury (including death) to persons or property arising directly or indirectly from, or in connection with, the use of the Park as described in this Reservation Request, and not caused by the intentional act or acts or the negligent acts or omissions of HPPOC or its agents.

Resident Signature \_\_\_\_\_

Date \_\_\_\_\_