



**Townhouse Association**

1 Perralena Lane Hot Springs Village, AR 71909  
 Phone (501) 922-1375 Fax (501) 915-9347 Email Address [hsv.tha@sbcglobal.net](mailto:hsv.tha@sbcglobal.net)

**Townhouse Community Center Rental Agreement**

Reservations may be made through the office from 8:00 am to 4:00 pm Monday – Friday by contacting the office at 922-1375. *A \$25.00 refundable deposit is required to hold the reservation.* The reservation deposit will be refunded if cancellation is received at least 72 hours prior to scheduled event.

All damaged, broken, or missing equipment must be replaced or the Center reimbursed at replacement cost. Putting tables and chairs back where they were, and cleaning of the center after use, including disposal of refuse into containers provided is the responsibility of the user.

Person/Group: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ To: \_\_\_\_\_

Approx. # Attending: \_\_\_\_\_ Type of Event: \_\_\_\_\_

# Tables, Chairs, etc. \_\_\_\_\_

Fee Schedule	Townhouse Owner	Villager	Commercial	Commercial
2 Hr. Minimum	\$45.00	\$50.00	\$125.00	Maximum of
Additional Hr Rate	\$10.00 per hr	\$15.00 per hr	\$25.00 per hr	\$250.00 per day

*(If additional time is needed for decorating or set-up prior to the event, that time must be reserved at the standard fee.)*

Minimum Rent: 2 Hour minimum \_\_\_\_\_ \$ \_\_\_\_\_

Additional Hours Rented: \_\_\_\_\_ Hrs. @ \$ \_\_\_\_\_ Per Hr. \$ \_\_\_\_\_

Other: \_\_\_\_\_ @ \_\_\_\_\_ \$ \_\_\_\_\_

All Events Cleaning Deposit \$50.00 \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL DUE \$ 95.00**

Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_ Deposit Paid \$ \_\_\_\_\_

**BALANCE DUE \$**

Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_ Amount Paid \$ \_\_\_\_\_

**Balance \$**

Date Paid \_\_\_\_\_ Amount \_\_\_\_\_ Check# \_\_\_\_\_ Additional Due \$ \_\_\_\_\_

**BALANCE DUE 5 WORKING DAYS PRIOR TO DATE OF FUNCTION**

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**NOTES: RENTER IS RESPONSIBLE FOR SETTING UP, TEARING DOWN, AND CLEANING UP THE COMMUNITY CENTER AFTER USE. DAMP MOP FLOORS WITH WATER ONLY!** DO NOT PUT ANY CLEANING SOLUTIONS ON THE FLOOR, AS IT WILL TAKE THE WAX OFF! FLOOR REQUIRES SPECIAL SOLUTION. JUST USE A DAMP MOP. PLEASE PLACE ALL GARBAGE IN A BAG BEFORE PLACING IN TRASHCANS. THANK YOU!

1. THE SALE OF ALCOHOLIC BEVERAGES IS EXPRESSLY PROHIBITED BY LAW.
2. BECAUSE OF THE TYPE OF FLOORING IN THE MAIN AREA OF THE CENTER, COOKING, CANDLE BURNING, CRAYONS, ETC., ARE PROHIBITED IN THIS AREA. (SIGNEE, GROUP, CLUB OR ORGANIZATION VIOLATING THIS RESTRICTION DOES HEREBY AGREE TO REIMBURSE THE HSV TOWNHOUSE ASSOCIATION FOR ANY DAMAGES INCURRED, i.e., stripping, waxing, buffing, etc.)
3. SHOULD CLEAN UP TAKE LONGER THAN THE TIME ALLOTTED, I AGREE TO REIMBURSE THE TOWNHOUSE ASSOCIATION A MINIMUM FEE OF \$15.00 FOR EACH ADDITIONAL HOUR NEEDED FOR CLEAN-UP.
4. IN THE EVENT I DO NOT COMPLY WITH CLEANING UP THE COMMUNITY CENTER AFTER THE FUNCTION, INCLUDING, SWEEPING, DAMP MOPPING, EMPTING TRASH, PUTTING THE CHAIRS AND TABLES WHERE THEY WERE WHEN I ARRIVED, I HEREBY AGREE TO PAY THE TOWNHOUSE ASSOCIATION AN ADDITIONAL MINIMUM FEE OF \$25.00 PER MAN HOUR NEEDED FOR CLEAN-UP.

*Initial* \_\_\_\_\_

The signature below affirms he/she is the authorized agent for this group, club or organization and relieves the Townhouse Community staff, management, Association and its Board of Directors from any and all liability for injury and/or damages for all food and beverages for consumption brought in, prepared or consumed by the sponsor or its representatives and guests.

AUTHORIZED SIGNATURE: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

NAME (Printed): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE & ZIP CODE \_\_\_\_\_

*The Hot Springs Village Townhouse Association Board of Directors reserves the right to change, amend or rescind this policy as the needs to the Townhouse Association and/or community change.*