



(Office Use Only)

Deposit Paid Via: Check / Credit Card / Cash

Check # _____ Date _____

Deposit Returned: ☐ Yes ☐ No

Recreation Hall Reservation Request

2 Cora Circle, Bella Vista, AR 72715 | (479) 855-9328

Reservation Date: _____ Email: _____

Name: _____ Phone: _____

Address: _____ Estimated Attendance #: _____ (Maximum occupancy = 40)

Facility to be used for: _____ Hours of Use: _____

Daily Rates

\$50 per Day (Bella Vista Townhouse Association Owner)

\$65 per Day (POA Member – Must show current POA card)

\$75 per Day (Non-Bella Vista Owner)

\$100 Refundable Deposit

(You **cannot** access the room the day before or after your reserved date as it may already be reserved)

Hours available to rent are: Monday – Sunday from 8:00 am – 10:00 pm

Recreation Hall Cancellation Policy

- **30 days or more prior to reservation:** A full refund will be issued for both the deposit amount and the facility rental fee.
- **7 – 30 days prior to reservation:** A full refund of the deposit and a ½ refund of the facility rental fee.
- **Less than 7 days prior to reservation:** A full refund of the deposit and the facility rental fee will not be refunded.
- **Post Reservation:** If the facility is reserved and not used, the deposit will be refunded, the facility rental fee will not be refunded.

Refundable Security Deposit

A security deposit in the amount of \$100.00 must be submitted with this Agreement to reserve the Recreation Facility for the Event. The Deposit is refundable if the Event provided is left clean and there is no damage to any furnishings, walls, floors, fixtures, or equipment. Any costs incurred in repairing any loss or damage to the Recreation Facility for cleaning after the Event, will be deducted from the Deposit. Should damages exceed the Deposit amount, the “renter” shall be responsible for any additional costs, including repair or replacement of any furnishings, walls, floors, fixtures, or equipment, which are damaged, lost, or stolen by the “renter” or the “renters” guests or invitees. Failure to pay the amounts owed for damages to the Recreation Facility shall constitute Legal action. The “renter” will be responsible for all Legal fees incurred.

Will alcohol be served: Yes ☐ No ☐ (If yes, alcohol is to be served to adults of legal age. Alcohol cannot be sold on premises)

Will the gas BBQ grill be used: Yes ☐ No ☐ (If yes, there is an additional \$5.00 fee for propane and must be requested in advance. If it's not cleaned after use, \$25.00 will be deducted from your security deposit.)

Smoking, gambling, pets, and illicit activities are not permitted. Appliances in operation are not to be left unattended.

Indemnify Agreement

The “renter” agrees to indemnify and hold Bella Vista Townhouse Association (BVTA), its members, directors, officers, and employees harmless from and against any and all losses, claims, damages, liabilities, and obligations of any kind and description, including reasonable attorney fees incurred by BVTA, its members, directors, officers, and employees in investigating, defending, or settling such losses, damages, liabilities, and obligations, arising out of the use of the Recreation Facility and matters related thereto.

The “renter”, by signing this application, accepts full responsibility for any damages incurred, proper use of the facility by all persons, set-up, arrangement of the room as found, proper use of alcohol, clean up both inside and outside the facility, and removal of garbage the day of use. All exterior doors must be locked upon departure with the key put back in the lockbox.

BVTA reserves the right to refuse usage to any individual or group at our discretion. I acknowledge that I have read and fully understand the contents of this document. I agree to the terms and conditions stated above.

Signature

Date

Bella Vista Townhouse Representative

Date