

MEMBER / HOST: _____ **CELL PHONE:** _____

HOST MUST BE A MEMBER WITH VALID HCW ENTRY & REMAIN ON SITE DURING EVENT

ADDRESS: _____ **HOME PHONE:** _____

TYPE OF EVENT: _____ **DAY & DATE OF EVENT:** _____

TOTAL # INVITED: _____ Include your family, all HCW members, children, & non members
 GUEST LIST MUST BE TURNED IN THREE BUSINESS DAYS BEFORE YOUR EVENT

SELECT A MORNING OR AFTERNOON TIME SLOT → You may reserve up to 5 hours max
Book event between 8:00 am and 2 PM. **OR** between 2:30 and closing (ending a ½ hour before closing)

REQUESTED HOURS FROM _____ **to** _____ **include your set-up and clean up time**

CIRCLE BELOW TO REQUEST THE FOLLOWING:

SWIMMING: NO / YES # swimmers _____ **JUMPER:** NO / YES Company _____ **LIST ANY VENDOR HERE**
 Requested swim hours are: _____ **TO** _____ Copy of insurance required- Co. can email _____
 See swim fee below

CIRCLE ONE AREA TO RESERVE BELOW: playground, pool, spa, wading pool, pool deck areas, & fields may not be reserved

MEETING ROOM (33 PERSONS LIMIT)	AREA -A PICNIC	AREA -B PICNIC	AREA -C PICNIC
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<p style="text-align: center;">DATE CHECKS DAY OF EVENT</p> <p>USAGE FEES: Write a separate check at time of booking → <i>Payable to High Country West POA</i></p> <p>1 - 15 persons - No fee 16 - 33 persons - \$30 fee meeting room add \$10. 34 - 40 persons - \$40 fee 41 - 50 persons - \$50 fee not to exceed 50 persons</p> <p>Use fee will adjust based on actual attendees, penalties can apply for gross overages</p> <p>Usage Fee \$ _____ Check # _____</p>	<p style="text-align: center;">DATE CHECKS DAY OF EVENT</p> <p style="text-align: center;">REFUNDABLE SECURITY / CLEANING DEPOSIT</p> <p>Write a separate check for <u>\$100.00</u> on all reservations at time of booking.</p> <p>Member must contact Staff for an inspection of area prior to leaving for the deposit return inspection. Your deposit may apply and can be used for fees resulting from damages, areas left in poor conditions, violations to this Use Agreement, and for exceeding reserved guest limits. Management will determine applicable fees</p> <p style="text-align: right;">\$100. deposit check # _____</p>
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SWIM FEE – DURING THE SUMMER SEASON WITH GUARDS ON SCHEDULE THE FOLLOWING HOURLY RATES APPLY TO RESERVATIONS WITH SWIMMING:
 16-33 events @ \$20 / hr. 34-40 events @ \$30 / hr. 41-50 events @ \$40 / hr.

SWIM FEE – DURING NON GUARDING SEASON. RATES TO HIRE GUARDS FOR EVENT, SUBJECT TO APPROVAL. HOURLY RATES APPLY WITH 2 HOUR MINIMUM:
 1-15 events @ \$30 / hr. 16-33 events @ \$45 / hr. 34-40 events @ \$60 / hr. 41-50 events @ \$60 / hr.

Swim use is never guaranteed with a reservation and will be reviewed by management, to determine if guards are required & set fees accordingly for services needed. Request for swim use must be submitted a minimum of 3 business days prior to event date for review and approval. Host is to work with office on fees that apply, to set swimming hours, or will be notified if swimming is denied.

Swim fees are refundable only if canceled in writing with the office 3 business days before event or sooner. Reservations booked less than 3 business days prior to event may be denied swimming due to high resident use or other bookings in place. Use of the pool(s) is not guaranteed due to unforeseen circumstances. Management reserves the right to restrict the use of pool(s) for group functions.

I have received and read the Conditions / Restrictions information sheet on page #4 that applies to this reservation of 1-50 persons.

I understand that it is my responsibility to remain on site and comply with these conditions and follow the Facility Use Policy and other Governing Documents while hosting an event at the facility and that failure to do so can result in extra fees assessed for overages, damages, or other items that arise from this event.

MEMBERS SIGNATURE	DATE	STAFF BOOKING MADE BY	DATE
_____	____/____/____	_____	____/____/____

DATE	STAFF	OFFICE NOTES, PHONE CONTACTS, OTHER INFORMATION TO PROCESS
____/____/____	_____ initial	Phoned and / or message left for guest listing to be submitted by ____/____/____
OFFICE USE: swim use reviewed by: _____ date ____/____/____		SWIM APPROVED: YES / NO Guards required: YES / NO Fee @ \$ _____ Paid by check # _____ Swim Start time: _____ End time: _____
STAFF →		Staff list any items here discussed at sign up time that needs to be addressed, so we can call and work with resident. Sign and date please so we can call you if needed.
____/____/____	_____ initial	Area was inspected by staff at conclusion of event DEPOSIT RETURNED: CIRCLE YES / NO If no explain in detail below and forward to Manager

HCW EVENT GUEST LISTING

Event Date _____

Member Last Name: _____ Area Reserved _____

OFFICE # 858-451-0725 EMAIL INSURANCE TO: manager@highcountrywest.com

Include all persons invited to your event; your family members, kids, all HCW residents, and outside guest. You may list a family's last name and then the number in the family group attending. Please do not wait for RSVP confirmation to turn in your list.

GUEST LIST IS DUE AND MUST BE TURNED IN AT THE OFFICE NO LATER THAN THREE BUSINESS DAYS PRIOR TO YOUR EVENT THANK YOU

1	_____	#	_____	26	_____	#	_____
2	_____	#	_____	27	_____	#	_____
3	_____	#	_____	28	_____	#	_____
4	_____	#	_____	29	_____	#	_____
5	_____	#	_____	30	_____	#	_____
6	_____	#	_____	31	_____	#	_____
7	_____	#	_____	32	_____	#	_____
8	_____	#	_____	33	_____	#	_____
9	_____	#	_____	34	_____	#	_____
10	_____	#	_____	35	_____	#	_____
11	_____	#	_____	36	_____	#	_____
12	_____	#	_____	37	_____	#	_____
13	_____	#	_____	38	_____	#	_____
14	_____	#	_____	39	_____	#	_____
15	_____	#	_____	40	_____	#	_____
16	_____	#	_____	41	_____	#	_____
17	_____	#	_____	42	_____	#	_____
18	_____	#	_____	43	_____	#	_____
19	_____	#	_____	44	_____	#	_____
20	_____	#	_____	45	_____	#	_____
21	_____	#	_____	46	_____	#	_____
22	_____	#	_____	47	_____	#	_____
23	_____	#	_____	48	_____	#	_____
24	_____	#	_____	49	_____	#	_____
25	_____	#	_____	50	_____	#	_____

Totals _____

Totals _____

CONDITIONS/RESTRICTIONS FOR RESERVATIONS BOOKED (1-50 PEOPLE)

- Reservations are for the use of Club Members for personal gatherings. DO NOT reserve areas for use by friends/others outside of HCW.
- Member may not reserve an area more than once every three months without prior manager approval. Reoccurring requests must be approved by the Board, see manager.
- All people in attendance are to be included on guest list. This includes your family members, kids, all HCW residents, and outside guest. ALL VENDORS must be reported on agreement sheet with insurance submitted. THE GUEST LIST IS DUE AT OFFICE 3 BUSINESS DAYS PRIOR TO FACILITY USE.
- Increase in the group count is not to exceed 20% from the reserved number. No group to exceed 50+ & meeting room is 33 people maximum. For request of 51-100 guests, member must complete a 51-100 facility use form, which is submitted to the board. Board review can take up to 30 days.
- Member will serve as host and remain on site during entire event. Event must end including clean up at specified reservation time. Attendees must exit event at end time. Guest remaining at facility with member must be resigned in at gate and regular guest limits apply. Member is responsible for guests' compliance with latest "Facility Use Policy", which covers appropriate behavior while at club facility.
- Some items included with the reservation are picnic tables, grills, tables and chairs (limited number), meeting room refrigerator/microwave. These are based on area reserved. Areas must be left in the same condition they were found. Sweeping, table cleaning, general cleanup of the area is the responsibility of the member before checking out with staff for deposit return.
- Reservations are restricted to 5 hours max during normal hours. Approval for extended use can be requested through the manager a minimum of 5 business days prior to the event. Additional fees of 30\$ per hour or portion of during normal business hours (40\$ per hour outside of normal hours) apply, rates subject to change. Event must terminate by midnight on Fridays/Saturdays and by 10pm other days. No event can start before 7 AM.
- The Board of Directors reserves the right to pre-empt any reservation for HOA business use if it is for the good of the association.
- The member further agrees to indemnify and hold harmless the High Country West Property Owners Association, its Board of Directors, and its staff from and against any or all claims of personal injury (including death) or property damage arising out of or occurring in connection with the use of the facilities as hereby granted.
- The member further agrees that the Club facility use is for private use of the member and his or her guest and that the member agrees to be present during the entire period of facility use.