

# HALLBROOKE PROPERTY OWNERS ASSOCIATION

C/o Aria Group, 480 24th Ave NW, Ste 106, Norman, OK 73072  
(405) 701-8881, Fax: (405) 701-5060, email: [hoa@ariagroupok.com](mailto:hoa@ariagroupok.com)

## RESIDENT CLUBHOUSE RESERVATION FORM

Homeowner/Resident's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_ Work #: \_\_\_\_\_

### RESERVATION INFORMATION:

Date of Event: \_\_\_\_\_ Anticipated # of Guests: \_\_\_\_\_  
(Not to exceed 140 people)

Specific Purpose of Use: \_\_\_\_\_

Is the event to be catered by an outside company? \_\_\_\_ Yes \_\_\_\_ No  
If Yes, name of company \_\_\_\_\_

Will additional tables & chairs be brought in? \_\_\_\_ Yes \_\_\_\_ No  
If Yes, name of company \_\_\_\_\_

Event Set-Up Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ Finish Time: \_\_\_\_\_ (including clean up time)

Homeowner Cleaning: \_\_\_\_ Yes \_\_\_\_ No Cleaning Company: \_\_\_\_ Yes \_\_\_\_ No

I understand that I am responsible for meeting the conditions stated in the Clubhouse rules and Condition Check List as part of my entitlement in using the Hallbrooke Property Owners Association Clubhouse. I understand that I must be in attendance for the entire time of function. In the event that anything is damaged, I understand that I will forfeit my Security Deposit Fee. I am aware that if I do not clean the clubhouse appropriately that I will be required to pay a cleaning fee of \$150 for every future event. I am aware, also, that I am assuming responsibility for any and all accidents or claims that may arise as a result of any accident or for any reason in connection with the function of lease of the Clubhouse. I agree to the hold harmless clause in the Rental Agreement.

\_\_\_\_\_  
Signature of Homeowner/Resident

\_\_\_\_\_  
Date

### **For Office Use Only:**

Rental Deposit/Fee Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Alcohol Deposit Received: \$ \_\_\_\_\_ Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Accepted By: \_\_\_\_\_