

# PINEGATE TENT, TABLES AND CHAIRS RESERVATION FORM

Resident's Name \_\_\_\_\_ Today's date \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

This contract is to be completed and submitted to Pinegate Homeowners Association c/o \_\_\_\_\_ along with \$\_\_\_\_\_ to reserve the items. This payment should be in the form of **\$10 cash for the reservation fee** and two checks, **one check for the rental fee** and **one check for the security deposit for \$10**. The \$10 reservation fee will be retained even in the event of a cancellation. The rental fee will be forfeited for last minute cancellations during the final week if the items are not rented to someone else on that day. The deposit check will be returned to the renter if the items are left clean and in good condition and all rules of the contract have been followed. Please make checks payable to Pinegate Homeowners Association.

## TENT, TABLES AND CHAIRS RENTAL RULES

1. The Renter must be a Pinegate Homeowner in good standing (dues current) and be at least 21 years of age. The renter must be present during the entire function and is responsible for the condition of the items. Inappropriate behavior causing damage will not be permitted and may result in the loss of the deposit as well as privileges for future use of the items. The Renter is responsible for all damages, even if they exceed the deposit.
2. The items must be properly cleaned at the end of the event. The Reservationist will do a post-return inspection. A checklist will be used during the inspection to make sure that everything has been left in order.
3. Pick-up/Drop-off Hours – 10:00 am thru 8:00 pm. Additional hours may be arranged with the Reservationist.
4. The items must be placed back into the closet in an orderly fashion. A vehicle may be driven to the closet to aid with loading/unloading providing no damage is done to the yard. Yard damage and a disorderly closet may result in the forfeit of part or all of the security deposit, and additional fees may be assessed at the discretion of the Reservationist.
5. The Renter will make arrangements with the Reservationist to get the key to the closet. The key must be turned in before the security deposit is returned.
6. Tent, tables and/or chairs rentals do not include access to the pool. Community room rental is handled separately. Pool access and guest passes are handled per Pinegate Homeowners Association guidelines.
7. Tables and chairs are not to be removed from the community room. This contract is for the tent, tables and chairs found in the closet outside the pool building only.

Receipt of \$\_\_\_\_\_ is hereby acknowledged: \_\_\_\_\_ Date \_\_\_\_\_

By \_\_\_\_\_

Reservationist

Renter's Signature

\_\_\_\_\_ 20' x 30' Canopy Tent

\_\_\_\_\_ 8' Long, Folding Table(s)    \_\_\_ white    \_\_\_ wood

\_\_\_\_\_ Plastic Resin Chairs            \_\_\_ white    \_\_\_ green

Equipment To Be Rented	Total Cost	Security Deposit	Reservist Fee	Check made out to Pinegate Homeowners Association
Up to 8 Tables and/or up to 64 Chairs	\$30	\$10 check	\$10 cash	\$10 check
Tent (only)	\$40	\$10 check	\$10 cash	\$20 check
Tent, Table and Chairs	\$50	\$10 check	\$10 cash	\$30 check

**LIABILITY WAIVER AND RELEASE**

I acknowledge that I have contracted to use the tent, tables and/or chairs of the Pinegate Homeowners Association.

For and in consideration of the Pinegate Homeowners Association permitting me to use the tent, tables and/or chairs, I accept the terms for the rental of this equipment, and I, and any person who is my guest or who could claim through me, hereby, release the Pinegate Homeowners Association, its Board Members and/or agents from any and all actions, causes of action, claim and demands of whatsoever kind or nature due to any damages, for losses or injuries, including death, incurred as a result of, or while using the equipment. I further agree to hold the Pinegate Homeowners Association, harmless from any damages, losses or injuries incurred as a result of the use of the equipment.

I agree to abide by all the rules and regulations for use of the tent, tables and chairs, acknowledge receipt of said rules and regulations and state that I have read and understand said rules and regulations and agree to abide by them.

---

Witness

---

Resident's Signature

---

Date

**Tent, Tables and Chairs Rental Checklist**

Please describe any discrepancies in the comments section below

**Check-In**

The key you have been given opens the equipment closet.

- 1. Tent received in good condition, 14 tent pegs accounted for, all poles received straight.
- 2. Number of tables received in good condition \_\_\_\_\_
- 3. Number of chairs received in good condition \_\_\_\_\_
- 4. Call the reservationist if there are any problems

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

**Check-Out**

- 1. Tent returned in good condition, 14 tent pegs accounted for, all poles returned straight.
- 2. Number of tables returned in good condition \_\_\_\_\_
- 3. Number of chairs returned in good condition \_\_\_\_\_
- 4. Equipment returned to the closet in an orderly fashion.
- 5. No evidence of damage to the closet or lawn.
- 6. Equipment closet locked.

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

**COMPLETION OF POST -ACTIVITY INSPECTION**

\_\_\_\_\_  
Renter

\_\_\_\_\_  
Reservationist

\_\_\_\_\_  
Date Inspected

\_\_\_\_\_  
Date Inspected

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_