



8800 Lodge Dr. Pike Road, AL 36064

HOA Manager does NOT handle Lodge or Pool Reservations.

**ALL reservation communication must go through:
HOAWoodlandCreek@gmail.com**

**ALL communication will be via email.
 Please ensure you do not wait until the last minute to reach out with questions,
 as the email is not checked every hour of every day.**

THE LODGE RENTAL AGREEMENT

(POOL AREA IS **NOT** INCLUDED BUT CAN BE RENTED SEPARATELY)

Security Deposit	\$300	Required For Every Rental	Check only
Rental Fee	\$50/hour 4 hours minimum (\$200) No prorated hours	Required For Every Rental	Paid by check or money order only. <u>NO CASH</u>
On-Site Security	\$39.90/hour 4 hours minimum (\$159.60)	Only Required if Alcohol is Served	Paid by check or money order, separate from your rental fee.

SPECIAL RATE	ENTIRE DAY (8AM-11:30PM): \$650
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**Security Deposit and Rental Fee checks should be made payable to Woodland Creek HOA. Separate checks are required for Security Deposit, Rental Fee, and Security Fee. The fee for returned checks will be the maximum amount allowed by current law.*

There is not a point of contact for the day of the event. All questions need to be asked in advance.
ONLY in case of emergency, HOA Manager can be reached at 334-300-5325

MEMBER MUST BE PRESENT DURING RESERVATION.

MEMBER INFORMATION

Today's Date: _____

Woodland Creek HOA Member Name:	*Must be registered with HOA to reserve. As well as be up to date on HOA dues.
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Address:	Phone:
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Email:	*Must match email on file with the HOA.
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RESERVATION DETAILS

Date of Event: Type of Event:	<i>*Reservations will not be accepted more than 6 months in advance, Or less than 14 days prior to the proposed rental date.</i>
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Time reserved for Lodge: Start: End:	Be advised, ALL set up and take down time MUST be included within the time frame of your event. Please ensure you are giving yourself sufficient time to do both. You will NOT be allowed early access to the Lodge, and you must leave on time, or there will be an additional charge.
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Actual Time of Event: Start: End:	ALL EVENTS MUST END BY <u>11:30</u> PM
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Estimated # of Guests:	Building Capacity: 150 people
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Music or Entertainment (circle one): Yes No	DJs and loud music are not allowed before 5:00pm on weekdays. Music must end by 11:00pm.
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Food & Beverage (circle one): Yes No	Please note: Frying food inside of the Lodge is NOT allowed. Refer to amenity center rules & regulations, which can be found online at woodlandcreekhoa.com.
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Will alcohol be served or present: (circle one) Yes No	If yes, security MUST be present. Event Coordinator will arrange. Refer to amenity center rules & regulations, which can be found online at woodlandcreekhoa.com. NOTE: If an on-site officer is hired for your event, YOU will be the day of point of contact. Please ensure you have provided accurate contact information.
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After reservation, would you like the security deposit: (Circle one)	SHREDDED	MADE AVAILABLE FOR PICKUP
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**Checks will be destroyed if one of the options above is not selected, or if left on file 2 weeks after the date of the event.*

HOLD HARMLESS AGREEMENT


I, _____ am a Member of the Woodland Creek Homeowners' Association, Incorporated and am desirous of using the Woodland Creek Lodge for an event to be supervised by me and my appointees; I have received and agreed to the items listed above and the Amenity Center Rules & Regulations of the Association. I further agree to indemnify and hold harmless the Association, its Directors, its Members, its Employees, its Agents, the Developer, its Agents, and its Employees from any and all claims, losses, suits, damages, judgments, expenses, costs, and charges of every kind and nature, from any injury and damage to me or my guests resulting from the use of the amenities.

Signature of Member

Date Signed

RULES AND TIMELINE

BEFORE YOU ASK, CHECK THE LIST!

Check Availability by emailing hoawoodlandcreek@gmail.com	-Reservations will not be accepted less than 14 days prior to proposed date, and no more than 6 months beforehand. *Please make sure that you are checking your emails SPAM folder.
If date is available	-Submit Rental Agreement AND Security Deposit Check within one week of confirmed date to keep the reservation.
Submit Rental Fee	-Rental fee must be turned in NO LESS THAN 14 days prior to the event. It is your duty to remember this. -If rental fee is not received by this time, reservation will be automatically cancelled.
Serving or providing alcohol?	-If not originally notated on your reservation form, you must give notification NO LESS THAN 14 days prior to event. -An off-duty officer will be hired at \$39.90/hour, minimum of 4 hours. -Security officer payment required separately from your rental fee.
Need to cancel?	-Notification must be given NO LESS THAN 10 days prior to your event. If less than 10 days, \$50 will be forfeited from your Security Deposit. -If cancellation happens on event day, additional fees may apply. -Cancellation after your reservation has begun is an immediate forfeiture of your rental fee.
Day of event 	-You will have received an email the week of your event that lets you know where the key will be left. The key will be available right before your reservation start time. -Neither you nor your guests may enter the Lodge prior to the start of reservation time. If anyone enters the Lodge early, the member will have one full hour of the hourly fee deducted from the Security Deposit.
Day of Event	- The HOA staff will not sign for any rentals (i.e., tables, chairs, etc.). Rentals may only be delivered during the time of the reservation and must be picked up prior to the end of the reservation. No rentals may be stored overnight. The Woodland Creek Homeowners' Association is not responsible for any items left on-site after the reservation. Items that are left inside the Lodge after the reservation time may be placed outside of the Lodge in a non-secure area. Any cost associated with relocating items left in the Lodge will be taken out of the Member's security deposit.
Beginning of Reservation	-It is the sole responsibility of the Member to inspect the Lodge and Amenity Center. If the Lodge and/or Amenity Center require attention, Member must e-mail: hoawoodlandcreek@gmail.com . The message must be received prior to the start time of the event. (i.e., damaged furniture, carpet stains, etc.) Photo documentation must be included regarding any issues.
Setting up during your event	-Furniture may be moved around, though only the 6 tables and their chairs may be moved outside of the main room. -Do NOT drag furniture. Please use multiple people to lift the furniture up and relocate it.
During your event	-Woodland Creek Lodge / Gathering Hall Rules & Regulations must be followed by Members and are considered as a part of this Rental Agreement. Failure to adhere to these rules may cause the loss of Lodge privileges. (See Amenity Center Rules & Regulations.)

Event must end on time	-All events must end at the designated time. If anyone remains after the end of event reservation period, additional fees of up to \$150 will be taken out of the Member's Security Deposit.
Before you leave the Lodge	-Return furniture to original location(s). -\$65 fee will be deducted from security deposit if furniture is not placed back. -Furniture placement maps are location throughout the Lodge. Please cross reference those when moving furniture back into place.
Before you leave the Lodge	-Any tape, string, or other items used for decorations must be removed. -Remove all items that you brought with you, including those inside the refrigerator/freezer. -Bag garbage and throw it away in the garbage cans located outside the kitchen entrance. Additional cans located behind the outdoor fireplace.
Before you leave the Lodge	-It is the sole responsibility of the Member to inspect the Lodge and Amenity Center. If the Lodge and/or Amenity Center require attention, Member must e-mail: hoawoodlandcreek@gmail.com . -Rental fees will not be waived due to unforeseen mechanical problems (i.e., electrical, hvac, gas, etc).
After your event	- The cost to repair any damage to the Lodge property will be taken from the Member's Security Deposit.
After your event	-Lock all doors. Please read the instructions attached to key. LIFT UP THE HANDLE, RELEASE, THEN TURN THE KEY TO LOCK. -Keys must be placed in the drop box located outside the Lodge front doors right after the party. The cleaning and security service providers are not permitted to accept the return of a Lodge key. If the key is not returned as outlined above, a \$50.00 fee will be taken from the Member's security deposit.

FREQUENTLY ASKED QUESTIONS

When do I get the key?	Check the timeline, located on page 3 of this packet.
Can I access the Lodge early?	Any time that you need to set up or take down, needs to be included in your reservation.
Can I add time to my reservation?	You can add time to your reservation, but changes will not be accepted any later than one week before your reservation.
What are the sizes of the tables?	Inside tables = two are 6' x 3'3", three are 3'3" x 3'3", 24 chairs inside. Outside tables = 3.5' x 3.5', 28 chairs outside.
Is there an ice machine?	No, you will need to bring your own ice.
Are trash cans and/or trash bags provided?	Trash bags are not. There are several trash cans on hand but cannot be guaranteed. Per the rental agreement, you're responsible for placing your trash in the large trash cans outside of the kitchen.

If you would like to view the space, contact the HOA Manager to schedule a time; Amanda Miller, 334-300-5325. The space can be viewed Monday-Friday before 5pm. If you are not able to make it by during those times, you can view photos of the space on our website. Visit www.woodlandcreekhoa.com, under the "Amenities" tab, select "Lodge Photos & Layout".