

Holly Forest Homeowners Association, Inc

Personal Rental Application

PO Box 1389

St. Augustine, FL 32085

Renter Info:

Homeowner Name: _____

Homeowner Address: _____

Personal Phone Number: _____

Personal Email: _____

Event Date: _____

Event Start Time: _____ Event End Time: _____

Number of people expected: _____

List vendors included in the Event: _____

Description & Purpose of the Event: _____

1. The Holly Forest Amenity Center's Club House/Covered Area (from purposes of this Application, the "Rental Space") is available on a first-come, first-serve basis for Holly Forest Homeowners upon receipt of a completed application 2 weeks in advance of the event and with a check for \$150 security deposit, made payable to *Holly Forest Homeowners Association*.
2. The Responsible Homeowner (from purposes of this Application, the "Renter") is responsible for complete clean-up of the Rental Space and any other areas dirtied by their event, including removal of all trash, immediately after the event.
3. The Renter will take pictures of all areas of the Rental Space including the Club House and Covered Spaces' walls/ceiling/floors/doors/windows/appliances/sinks/bathrooms as well as indoor and outdoor furniture after cleaning all dirtied areas and removing all trash. Those pictures must be emailed to ST@alsopcompanies.com as proof of a full clean-up and damage assessment.
4. The Renter will take any pictures necessary to document any damage stemming from their event and will email those pictures with a detailed explanation to ST@alsopcompanies.com.
5. The Renter will receive approval of clean-up as well as property damage from Alsop.
6. The security deposit is to cover a lack of clean-up, violations and/or any property damage.
7. The Renter is responsible for any additional property damage over \$150 caused by them or stemming from their event.
8. The \$150 security deposit is waived if the purpose for the rental (reservation) is for a meeting or gathering of resident Homeowners who reside within the Holly Forest community. (For example; activity groups organized within Holly Forest for the purpose of game night, card club, book club, sewing group, ladies or men's night or similar activities.) Clean-up should take place after each gathering. Should property damage occur, the Renter will be required to reimburse the HOA for any damage to any HOA property.

I, _____, the Renter, am a Homeowner(s) of the Holly Forest Homeowners Association, request permission for exclusive use of the Rental Space on _____ from ____ to ____ (am/pm) for the purposes described above. I also agree to the terms of the \$150 security deposit unless the security deposit is waived pursuant to #8 above.

Renter's Initials: _____

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Renter agrees as follows:

- Renter's Initials: _____ The rental allows for exclusive use of the Club House and Covered Area (the Rental Space), but not the pool, pool area or green spaces.
- Renter's Initials: _____ Bounce houses or play structures of any kind are strictly prohibited on HOA Property. Please make sure no one who is part of your event brings such items.
- Renter's Initials: _____ Barbecues/BBQs/smokers or the like are strictly prohibited on HOA Property. Please make sure no one who is part of your event brings such items.
- Renter's Initials: _____ Alcohol of any kind is strictly prohibited at the Amenity Center in general. Please make sure no one who is part of your event is bring such items.
- Renter's Initials: _____ No part of the Rental Space or the Amenity Center in general will be used for any unlawful purpose.
- Renter's Initials: _____ The Renter will not commit or permit any act, which may interfere with the use and enjoyment of the non-exclusive areas of the Amenity Center in general by other residents.
- Renter's Initials: _____ The Renter agrees there will be no posting of signs of any sort or advertising on the Holly Forest property relating to usage of the Rental Space or any area of the Amenity Center.
- Renter's Initials: _____ The Renter will not allow GLASS of any kind in any part of the Amenity Center, especially the pool and pool area.
- Renter's Initials: _____ The Renter will ensure that all non-resident guests confine their activities to the Rental Space and follow all Rules and Regulations as well as the rules and limitations outlined on this form.
- Renter's Initials: _____ The Renter will provide ALSOP proof of active insurance for any vendors involved in the event at the time of this application.
- Renter's Initials: _____ The Renter will assume full responsibility, liability, and financial responsibility for any violation of any Holly Forest Rules and Regulations, including all limitations and rules outlined on this form, stemming from tier event.
- Renter's Initials: _____ The Renter will assume full responsibility, liability, and financial responsibility for any damage to any property of the Holly Forest Homeowners Association stemming from their event.
- Renter's Initials: _____ The Renter Acknowledges and agrees to adhere to all information as well as Covenance, HOA Rules and Regulations, any additional limitations and responsibilities listed in this Application.

For office use only:

Date Application Received: _____ Deposit Received: _____ Check #: _____

Renter's Signature

Renter's Printed Name

Date

Form Updated 03/05/2025

Renter's Initials: _____