

Facility Rental Usage Guidelines

Thank you for your interest in renting a room within The Club at Heritage. This form is intended for residents who wish to reserve a room for private use—whether the event is for selected Heritage at Cadence residents or includes outside guests. The following usage guidelines must be followed for all private rentals:

RENTAL AREAS AND FEES

	Standard Hourly Rate	Resident Hourly Rate	Refundable Deposit	Description
1. Symphony Ballroom	\$150.00	\$75.00	\$200.00	Seats 132
2. Learning Kitchen	\$50.00	\$25.00	\$200.00	Seats 9 to 19
3. Living Room + Fireplace	\$100.00	\$50.00	\$200.00	Seats 8
4. Poker Tables (2)	\$50.00	\$25.00	\$100.00	Seats 16
5. Billiard Tables (2)	\$50.00	\$25.00	\$100.00	Seats 12
6. Club Café (Seating Area Only)	\$50.00	\$25.00	\$200.00	Seats 24
7. Encore Game Room*	\$100.00	\$50.00	\$200.00	Seats 50
8. Chorus Room (Arts & Crafts)	\$100.00	\$50.00	\$200.00	Seats 36
9. Duets Meeting Room	\$100.00	\$50.00	\$200.00	Seats 24
10. BBQ Area + Putting Green	\$100.00	\$50.00	\$200.00	N/A
11. Clubhouse Courtyard Area	\$50.00	\$25.00	\$200.00	N/A

AFTER-HOURS

Rentals extending beyond staffed hours will incur an additional fee of \$50.00 per hour. A minimum of one hour applies. All after-hours events must be approved in advance and may require staffing.

RENTAL PROCEDURES

Rental requests may be made by the following procedures below:

1. Contact the Clubhouse at (702) 983-8962 or stop by the office to check availability for your preferred rental date.
2. Complete and submit the Rental Request Form. Please note that your date is not confirmed until the Board of Directors reviews and approves the request.
3. Once approved, the Clubhouse Manager or Club Attendant will notify you by phone, followed by a confirmation email.
4. A walk-through appointment will be scheduled approximately 2–4 weeks prior to your rental date.
5. The resident or the resident's authorized agent must finalize all plans with the Clubhouse Manager or Club Attendant at least two weeks before the event and submit full payment for the rental.

Facility Rental Request Form & Waiver

Thank you for your interest in renting a facility within our community. This Request Form and Waiver must be completed for all facility rentals. This form is intended for residents who wish to reserve a room for private use—whether the event is for selected Heritage at Cadence residents or includes outside guests. Residents must read and agree to follow all Facility Rental Guidelines.

RENTER INFORMATION

Full name: _____

Address: _____

Mobile Number: _____ Home Number: _____

Email: _____

RENTAL INFORMATION

Event Description: _____

Date Desired: _____ Alternate Date: _____

Start Time (includes set-up): _____ ☐ A . M . ☐ P . M .

End Time (includes end of clean-up): _____ ☐ A . M . ☐ P . M .

Expected Attendance: _____ ☐ Outside Guests ☐ Residents Only

Will alcohol be served? ☐ Y E S ☐ N O

Will a caterer be used? ☐ Y E S ☐ N O

If YES, Caterer Name: _____

AREAS REQUESTED (Please check all that apply)

- ☐ Symphony Ballroom
- ☐ Learning Kitchen
- ☐ Living Room + Fireplace
- ☐ Poker Tables
- ☐ Billiard Tables
- ☐ Club Café (Seating Area Only)
- ☐ Encore Game Room
- ☐ Chorus Room (Arts + Crafts)
- ☐ Duets Meeting Room
- ☐ BBQ Area + Putting Green
- ☐ Clubhouse Courtyard Area

Facility Rental Request Form & Waiver

STATEMENT OF UNDERSTANDING AND WAIVER OF LIABILITY

I, the undersigned, have read and agreed to follow the Rental Usage Guidelines for reserving the Facilities. I understand and agree that any damages to the Facility will be deducted from my deposit and any damages more than the deposit will be charged to me. The HOA retains the right to suspend my use privileges without reimbursement until such damages are paid.

I also understand and agree that I am solely responsible for any liability resulting from the use of the Facilities by myself and/or my guests. I hereby release, indemnify, and hold harmless the HOA, its employees, contractors, and affiliates, from, and against all claims, demands, actions, causes of actions, suits, liabilities, damages, losses and costs of any kind or nature, including attorney's fees, costs and expenses, arising from the use of the Facilities.

Renter Signature

Date

Printed Name

EVENT AFTER-HOURS FACILITY USE WAIVER (*if applicable*)

I acknowledge and agree to the following terms for using the Heritage at Cadence Clubhouse located at 445 Heritage Bridge Ave., Henderson, NV 89011 after staffed hours. Staffed hours end at 6:00 PM.

I understand the facility is unsupervised after hours, and I use the premises and equipment at my own risk. As the signer of this Agreement, I am solely responsible for ensuring all proper closing procedures are followed.

I also understand that only one designated exit door may be used after hours and that this door will lock automatically once exited.

By signing below, I acknowledge that I have read, understand, and agree to follow all after-hours rules, including taking full responsibility for proper closing and cleanup as outlined in the Facility Rental Agreement.

Renter Signature

Date

Printed Name

OFFICE USE ONLY

Board of Directors: Rental Approved? ☐ YES ☐ NO If NO, Why? _____

Notice of Approval/Disapproval – *If approved; walk-through to be scheduled to discuss details of event*

Date: _____

DEPOSIT & PAYMENT

Room Rental \$ _____ Security \$ _____ After-Hours \$ _____

TOTAL PAYMENT \$ _____ Received on _____ Received By: _____

INSPECTION REPORT

Inspected on _____ Inspected by _____

Rental Clean-up Checklist: Received ☐ YES ☐ NO Received By: _____

Description:

REFUND DEPOSIT

Amount of Returned \$ _____ Returned on _____

Returned By: _____

Facility Rental Usage Guidelines

POLICIES AND PROCEDURES

General Guidelines

1. Any event requesting reserved space at a facility must be scheduled through the Clubhouse Manager or Club Attendant.
2. Residents over the age of 19 in good standing with the HOA are eligible for facility rental privileges.
3. The facility may be scheduled for use for approved programs and events planned by the Clubhouse Department.
4. Residents and their guest must follow all facility policies and procedures.
5. A pre-event inspection and post-event inspection will be conducted by the Clubhouse Manager, Club Attendant, staff or a community volunteer. This individual will assess the condition of the facilities before and after the rental, and they will be responsible for determining whether the deposit will be returned.
6. Hosts reserving any facility must provide one (1) chaperone for each ten (10) attendees under 21 years of age.
7. All decorations and trash inside and outside the rented facility must be removed prior to vacating the premises, immediately following the event.
8. All chairs, tables, and equipment shall be returned to its original arrangement.
9. All unused food and drink must be removed from the premises prior to return of deposit.
10. All facilities are to be closed no later than 8:00 PM daily unless approved by the Clubhouse Manager. An after-hours waiver will be required to be signed. There may be an additional charge for after hour rentals.
11. Amplified music and or DJs must be approved and are subject to the noise ordinances of the community.
12. Neither admission fees nor any fund transfers which might be construed as admission fees whatsoever shall be collected by the resident unless it is part of an approved program or event.
13. The residents will be in attendance throughout the entire length of the event including set-up and tear down. If the resident leaves the event, the contract will become null and void, the event will end, and the resident's refundable deposit will not be returned.
14. Any damage to the facility or property, whether the resident is in attendance or not, will be the responsibility of the resident and will be charged against the refundable deposit. Any damage over the deposit amount will be additionally charged to the resident. The resident accepts full responsibility for the conduct of all event guests, adults, and as well as minors.
15. The facility and surrounding areas are nonsmoking and if smoking occurs, the refundable deposit will not be returned and additional charges, fines, and penalties may be assessed if damages occur because of a violation of the nonsmoking policy.
16. Set-up time will begin at the noted on the request form and waiver. Residents and guests will not be allowed to store items prior to set-up time, unless approved by the Clubhouse Manager.
17. Residents and guests are not permitted in restricted areas determined by the Clubhouse Manager.
18. Basic clean-up of the facility is the responsibility of the residents and includes, but may not be limited to, wiping down tables and removal of all trash and debris. If an outside

caterer is used for the event, it is the resident's responsibility to assure that the caterer or resident cleans all kitchen facilities and equipment used for the event. If clean-up costs from the event are incurred by staff due to resident's failure to complete clean-up requirements, funds will be retained from the deposit.

19. The community reserves the right to require security for events, and residents may be required to hire the community's preferred security provider for the full duration of the event, including one hour before it begins and one hour after it concludes (or for the actual time needed for setup, teardown, and clean-up). Security fees will be billed at the prevailing hourly rate, with final charges based on the security officer's report, and any overtime billed by the security firm may be deducted from the resident's deposit. Security may be required for events where alcohol is served or for any event in which the Board determines that security is necessary.
20. Proper attire, including shirts and shoes, must be worn. No rice, birdseed, or confetti may be thrown in or around the facility. Rose petals will be permitted, provided there is complete cleanup as provided for herein. Any guest of the resident who becomes incapable of reasonable control of their actions from alcohol consumption or otherwise as determined by a staff member will be required to leave the facility. Personal belongings of the resident and resident's guests are the sole responsibility of the individual and community is not responsible for loss or damage of these items.
21. Depending on the nature and size of the event, residents may be required to provide a certificate of personal liability insurance with the community named as additional insured.
22. Cancellations: If a termination is made 3 days prior to the scheduled use, the security deposit will be kept.
23. The Club at Heritage reserves the right to cancel any rental or use due to "Acts of God", such as, but not limited to; earthquakes, floods, and fire and the resident's deposit will be refunded.