

EVENT CENTER RENTAL PROCEDURE ~ *New for 2024!*

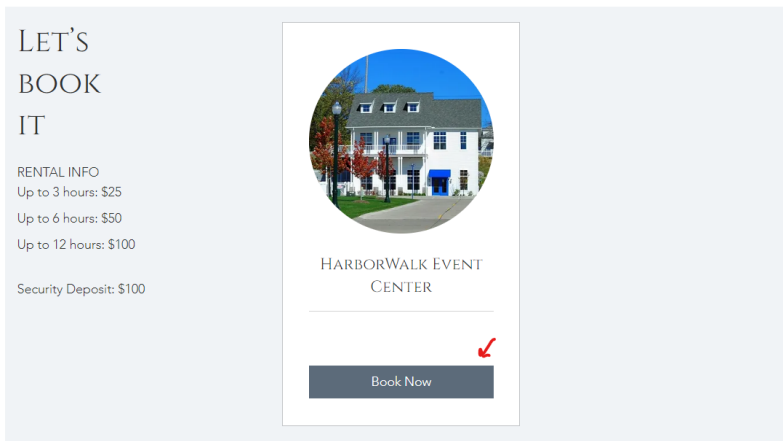
You will need to reserve the room with our booking calendar (WIX)
You can get to the link by going to HarborWalk website:

www.harborwalkonline.com

Click the Amenities Tab

Scroll down to the Event Center

Check over the rental times and costs and then click "Book Now"



Find the time frame you need and click that section "Book Now" *

3 hours = \$25

6 hours - \$50

12 hours = \$100

*You need a 3 day window to book the Event Center (the 2 days after the day you are booking will be grayed out).

Click the time you will like the rental to begin (there will be a line through times if there are times already booked) and click NEXT

7:00 am	7:30 am
8:00 am	8:30 am
9:00 am	9:30 am
10:00 am	10:30 am
11:00 am	11:30 am

Fill out the details in the next page – click REQUEST TO BOOK
Please add information to let us know you are owner or renter
This has now RESERVED the rental for the day.

You will receive an automated notification of your REQUEST TO BOOK with the details and information on how to pay for the rental.

A security deposit is NOT needed. There will be an inspection of the room after your event. If there is damage - your HOA account or owner's HOA account will be assessed the \$100.

This is the payment procedure.

- You will drop off a check (payable to HarborWalk HOA) at the Event Center in the drop box in the office door to the right when you enter the building.

Upon verification of the funds and current HOA status (HOA monthly dues need to be current to rent the Event Center) - the Booking Agent will confirm the booking. The Event Center doors will be electronically programmed to be opened 30 minutes prior to your event time. This unlocks the entrance to the Event Center and the door leading upstairs to the rental room

You will be responsible for leaving the Event Center in a clean condition and disposing of trash (we have a trash container behind the The Shipyards labeled "HarborWalk" with a combination lock. Cleaning supplies in the closet. Details on counter upstairs in Event Center.