

HarborWalk

ON THE BLACK RIVER

EVENET CENTER RENTAL FORM

433 Shipyard Way, Lorain, OH 44052

CONTACT: Janet Garcia (440) 396-5027

Updated 4-2022

To confirm your requested date, please return this form with payment to:

HarborWalk Homeowners Association
c/o JAS Management
520 Broadway, 3rd floor, Lorain, OH 44052

Please send 2 checks

- 1 for rental fee
- 1 for deposit \$100.00*

Checks payable to:

HarborWalk Homeowners Association

- Weekly/Monthly rental needs 1 security deposit
- Reoccurring weekly rental not guaranteed, priority given to resident special event rental

*Security deposit will be refunded per inspection of Event Center (see End of Event Checklist)

RENTAL FEES *	
¼ day = up 3 hours	\$25
½ day = up 6 hours	\$50
Full day = up to 12 hours	\$100
*include setup and breakdown in rental hours	

Items in the Event Center				
6 – 5’ round tables	3 – 30”x72” tables 1 – 22”x 48” rectangle table	54 Dining Chairs 4 - Rolling Carts for Chairs	6 Bar Stools	2 High Top Tables with 2 Stools each
Full-size Refrigerator	Coffee urn	4 Chafing Dishes	Warming Oven	Microwave Oven
Fireplace	Flat screen TV ~ mirror capable		<u>Deck Furniture</u> 11 chairs	<u>Deck Furniture</u> 2 – 30” round tables 1 – square table

Name of Property Owner/Tenant	
Address	
Contact Phone Number	
Date of Event	
Time of Event	
Type of Function	
Number of Guests	
Rental Fee Check Number	
Security Deposit Check Number	

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Event Center Terms of Rental

1. Arrangements confirmed by contacting: Janet Garcia (440) 396-5027
2. All HOA fees must be current to rent the Event Center upstairs at the Community Center.
3. Only owners/residents may reserve the HarborWalk Event Center.
4. Gatherings are prohibited if they involve any personal gain or collection of donations of funds or materials for any person, group or organization (including charitable and political organizations).
5. Hours of operation for day of rental: 9:00 am until 12:00 midnight
6. Party activities are confined to the upstairs Event Center space.
7. No smoking is allowed inside any area of the building. (Please do not throw cigarette butts on the ground (this includes grass and mulch areas, along with pool and parking areas).
8. DECORATIONS: No rice or confetti PLEASE! No loose helium balloons, these can get caught in sprinkle heads, ceiling fans, and possibly interfere with cameras. Helium balloons must be put on weights. **NO TAPE ALLOWED or materials that can damage walls (thumbtacks, nails).** DO NOT TAPE anything on the window coverings installed along Colorado Avenue as tape will damage the film covering these windows.
9. Kitchen facilities are to be used for minor preparation. Any outside cooking (such as clambakes or grilling must be done in front of the clubhouse at least 10' away from the building within the parking area located in front of the Community Center). Food preparation is strictly prohibited within the fenced pool area and the surrounding grass areas of the Community Center.
10. Any use of surrounding parklands or city streets is prohibited without prior approval by the Board. Such use is subject to the laws of the city of Lorain and may require the renter to obtain special permits.
11. Any rental furniture you bring in must not damage carpets, floor or walls and must be removed by midnight the day of the rental.
12. No outside structures, such as tents, awnings, volleyball, badminton etc. are allowed.
13. No animals allowed.
14. A telephone line is available for your convenience. The number is 440-288-2626. All long-distance calls are blocked.
15. In case of emergency, please call 911 and notify Janet Garcia at 440-396-5027.
16. Questions – Contact: Janet Garcia 440-396-5027 or Anthony Giardini 440-759-2920

Signature: _____ Date: _____

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End of Event Checklist

At the end of your event, please leave the Event Center and equipment as nice or nicer than you arrived. Please use the checklist and leave the completed checklist in the kitchen on the counter.

PERFORM THE FOLLOWING:

- Clean countertops in kitchen and bathroom
(cleaning supplies under sink and in storage room)
- Wash, dry and re-shelf any dishes or utensils used
- Clean up spillage in microwave, oven warmer and refrigerator
- Clean kitchen sink
- Mop/wipe spills on tiled floor areas
- Vacuum carpet (vacuum in storage room)
- Chairs/Tables put away
- Furniture returned to original position
- Trashed bagged up and left by stairwell
- Bathrooms clean and toilets not running
- Lights turned off

Event Center inspected by	
Date	
Return full deposit	<input type="checkbox"/> yes <input type="checkbox"/> no

Notes
