

## FACILITY RESERVATION FORM

Applicant is responsible for reading and following all Canyon Lake Property Owners Association Rules, Regulations and Policies as well as The City of Canyon Lake Municipal Code Chapter 11.25 regarding Special Events. Events expecting 50+ people must obtain a Special Events Permit from the City of Canyon Lake at least 30 days prior to the event, and potential permits with the Health Department/ Fire Department. For those events taking place on CLPOA common areas, failure to obtain proper permits will result in cancellation and/or fine.

<b>Applicant Name</b>	Organization/Club	
<b>Applicant Address</b>		
<i>Address</i>	<i>City</i>	<i>Zip</i>

<b>Phone Number:</b>	<b>Email:</b>
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### EVENT DETAILS

<b>Event Type:</b> <i>(i.e. birthday party, picnic, etc)</i>		
<b>Date Requested:</b> /     /	<b>Time:</b>	<b>Expected Attendance:</b>
Special Request:		

**Do you plan to have any of the following?**  
 The CLPOA requires all vendors to add the CLPOA as an additional insured. Certificate of Insurance will be submitted prior to your event to the Activities Department at [activities@canyonlakepoa.com](mailto:activities@canyonlakepoa.com) .

Jumper    
  Live Band/DJ/ Entertainment    
  Cater    
  Other: \_\_\_\_\_

### FACILITY

<b>Indian Beach Park</b> <input type="checkbox"/> Stage <input type="checkbox"/> Stage w/electrical access <input type="checkbox"/> Utility Access Only <small><i>(Located by Restrooms)</i></small>	<b>Holiday Harbor Park</b> <input type="checkbox"/> East Pavilion (7 Tables) <input type="checkbox"/> Pavilion (3 Tables) <input type="checkbox"/> Snack Bar* <input type="checkbox"/> Amphitheater*	<b>Roadrunner Park</b> <input type="checkbox"/> Pavilion <hr/> <b>Gault Field</b> Field Number: 1   2   3   4	<b>Eastport Park</b> <input type="checkbox"/> Activities Room* <input type="checkbox"/> Snack Bar* <hr/> <b>Other</b> _____
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All reservations are subject to State, County, and City health and safety guidelines. Applicant may be required to provide additional liability insurance, portable restroom facilities, security or additional special permits for use during their event. Applicant is responsible for all set up and clean up, courtesy is appreciated by all facility users. Some facilities may require a damage/loss non-cash deposit of \$250. Use of utilities may not be available at all sites. All applicants are required to read and sign a Hold Harmless Form.  
 For full refund, cancellations must be submitted 48 hours in advance to the activities dept. at [activities@canyonlakepoa.com](mailto:activities@canyonlakepoa.com) or 951 244-6841 x 610.

*\*By signing below, I acknowledge that I have read and understand all information provided and agree to all terms and conditions set forth by the CLPOA.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**INTERNAL USE:**  
 Deposit Required: Yes / No     Vendor Insurance Required: Yes / No     Insurance Verified: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
 Notes: \_\_\_\_\_  
 \_\_\_\_\_

## FACILITY USE

### HOLD HARMLESS

Canyon Lake Property Owners Association (CLPOA) desires to be protected against loss by reason of the temporary use and occupancy of its facilities by special event renters. It is therefore agreed:

- The renter agrees to indemnify CLPOA, its Board of Directors, officers, employees and agents from all losses, liabilities, damages, costs and expenses (including, without limitations, actual attorney's fees, arbitration expenses and litigation expenses) that they, or any of them may incur by reason of the use and occupancy of the CLPOA facilities as set forth above by the renter, its employees, agents, subcontractor, and guests.
- CLPOA shall give the renter prompt written notice on any claim, action or proceeding, which could rise to a right of indemnification under this Agreement. Notwithstanding such notice, CLPOA shall be entitled at its sole discretion either to defend or settle such claim, action or proceeding. CLPOA shall also be entitled to engage, at the renter's expense, independent counsel to advise it with respect to any claim, action or proceeding which gives rise to a right of indemnification under this Agreement.
- Indemnification shall be made by the renter within ten (10) days after receipt from CLPOA of notice describing the nature of claim made and the amount of any loss, liability, damage, cost or expense. All such costs and expenses, which are not paid when due shall, until paid, bear interest from such date at the rate of twelve percent (12%) per annum.

In the event of any litigation among the parties concerning the enforcement or interpretation of this Agreement, including but not limited to arbitration or civil lawsuit, the non-prevailing party (or parties) shall pay any and all reasonable fees and expenses (including attorney's fees, arbitration expenses and court costs) incurred by the prevailing party (or parties) in connection with such litigation.

### AGREEMENT

IN WITNESS THEREOF, the undersigned has executed and delivered this Agreement as of the date shown below.

BY: \_\_\_\_\_  
(Applicant Signature)

DATE: \_\_\_\_\_

BY: \_\_\_\_\_  
(Printed Name)

ACCEPTED BY CLPOA \_\_\_\_\_  
(Manager)

DATE: \_\_\_\_\_

STAFF INITIALS: \_\_\_\_\_