



Facility Rental Agreement

Hidden Trails Community Room
5238 Mustang Vista, Bulverde TX 78163
(830) 438-4137 | www.hiddentrailslife.com

Rental Time: 8 Hours of Consecutive Usage (between 9:00 AM - 11:00 PM)

Indoor Occupancy/Seating Available: 80

Outdoor Patio Corridor Occupancy: 50

Primary Point of Contact **Must be a Hidden Trails resident (owner or tenant)*

Name:

Address: Phone:

Email:

Secondary Email:

Date of Rental: **Day of the Week (circle):** FRI. SAT. SUN.

8 hr. Rental Start Time: **End Time:**

Expected Number of Guests:

Spaces Rented: ☐ Community Room (\$200) ☐ Patio Corridor (\$100)
☐ Security Check Deposit (\$200)

Food to be served? Yes ☐ No ☐ *Alcohol to be served? Yes ☐ No ☐

If yes to alcohol, you are required to hire a TABC-licensed bartender to serve your event and provide a Host Liquor Liability Insurance Certificate in the amount of \$1,000,000 for the day of event at least 14 days prior to your event.

Items Included with Private Rental (select items needed)

• 3 Event Signs • 2 Door Stops • 2 Trash Cans (should be emptied by renter)

☐ How many 8ft. tables needed for event? (Max 10)

☐ How many chairs needed for event? (Max 80)

Additional Items Available: Please check off all that apply

☐ 3 Cocktail Tables (How many needed?)

☐ 6 ft. Tables (Max 2)

☐ 5 ft. Table

Renters Initials

_____ I am aware that both the deposit and rental fee, along with the signed Community Room Rental Agreement, need to be submitted to secure reservation.

_____ Payments must be made in the form of a check, money order, or credit card online. Deposit payment must be a check **only**.

By executing this Facility Rental Agreement, I acknowledge my understanding and agreement to the terms and conditions of the Facility Rental Policy and this Facility Rental Agreement.

Renter's Signature: _____

Print Name: _____

Date: _____



Facility Rental Sheet

Rev.:01/2024

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Thank you for your interest in renting the Hidden Trails Community Room. Before you complete the facility rental agreement, please take a look at the stipulations below to fully understand the rules and regulations when renting the Community Room.

Please sign your initials next to each item. Print, sign, and date at the bottom of the page indicating your agreement. **Must be completed by a Hidden Trails resident (owner or tenant)*

_____ I understand my Hidden Trails property account must be in good standing to be eligible to rent the Community Room. I do not have a delinquent balance, outstanding violations, or fines against my property.

_____ I understand that the full rental fee payment, deposit (check only), and completed Facility Rental Agreement must be turned in to Hidden Trails onsite management staff before receiving confirmation of my reservation. I understand Community Room rentals operate on a first-come, first-serve basis. Turning in partial payment or turning in parts of the required items does not secure my rental date.

_____ It is my responsibility as the Renter to schedule and complete a walk-through with on-site management staff and personally receive the community room access card. Additionally, I understand it is my responsibility as the Renter to always be present during the approved rental time.

_____ I understand that renting the Community Room does not include access to or utilization of other Hidden Trails amenities for my guests such as: Amenity Pools, Fitness Center, Playgrounds, etc.

_____ My responsibility as the Renter is to ensure that my guests and I conduct ourselves properly when utilizing the Community Room and ensure no destruction to HOA property or danger to any resident or guests. I understand the Amenity Center is under video surveillance and footage may be used to review, but not limited to, the following:

- Entering the Community Room before or after my allotted time
- Mishandling or destruction of community property

_____ I understand the Association does not allow the use of , but not limited to, the following major items which will result in forfeiture of my deposit:

- Inflatable Bounce Houses on HOA property
- Smoking/vaping inside the amenities
- Grills (electrical or non-electrical) inside or outside the amenities
- External Noise past 10:00 PM (blasting music that extends past the Community Room)
- Open alcohol containers beyond the Community Room exits and Amenity Center Parking Lot
- Decorations- prohibited items are nails, tacks, tape (except Command Strips), glitter or confetti, and objects with open flames
- No Pets

_____ I have read and understand the Policies and Procedures for renting the Community Room and agree to abide by the conditions of the Facility Rental Agreement

***A full copy of the Facilities Use Guidelines can be found at www.hiddentrailslife.com
RESIDENTS > DOCUMENTS > RULES AND POLICIES***

Print Name: _____

Signature: _____

Date: _____