



## **HARPER'S OUTPOST PICNIC PAVILION USE APPLICATION**

It is a pleasure for the Caldera Springs Owners' Association to make Harper's Outpost Picnic Pavilion (The Pavilion) available for your use. This area has covered seating, picnic tables, a gas barbeque, outdoor sink, a restroom facility and garbage and recycling receptacles. We ask that you respect and be sensitive to the fragile environment of the lake, riparian areas, Golf course, Ponderosa Park, and other areas surrounding The Pavilion. Please keep in mind that reserving The Pavilion does not grant sole use of the any of the other surrounding areas.

### **TO MAKE RESERVATIONS:**

Reservations can be made at the Caldera Springs Owners' Association office. If you prefer to do so by phone, please call (541) 441-1495. Please complete the information requested on this application so we can record your reservation. Advanced reservations are required if you wish to host a private event, thus restricting the facility's uses by other owners. If you simply want to use The Pavilion without restricting the use of the space by others at the same time, simply check in at the Association Office with your Owner ID card on the day you wish to use it.

### **RULES AND REGULATIONS:**

**Please read and make note of the following usage rules:**

1. The Pavilion is available for use from **9:00 A.M.** until **10:00 P.M.**
2. Vehicles shall be confined to the Owner Association's parking lot only. Parking shall not be permitted on streets or landscaped areas, and shall not obstruct bike paths or the normal flow of traffic. Vehicles shall not be permitted to cross landscape, native ground, or travel on designated bike paths to unload or load supplies, materials, or equipment. All vehicles shall remain in the parking lot at all times. If you are using a catering service, please convey this information to that company as you are responsible for the actions of your caterers or other vendors. You will be responsible for any damage caused by your event or your participants.
3. You are responsible for assuring that all trash, debris, and waste is cleaned up immediately upon conclusion of your activity. Trash shall be placed in trash containers located in The Pavilion. If all receptacles are full, you are responsible for the disposal of garbage elsewhere.
4. **SMOKING IS PROHIBITED** in The Pavilion and anywhere outdoors in Caldera Springs, except at your private residences and private property.
5. Pets shall be contained at all times, so as not to be a nuisance, disturb the peace, or bother other individuals, groups or events. Pets shall not be permitted to run loose or be unattended. Dogs shall be on a leash at all times. It is the owner's responsibility to clean up after all pets.

6. Please be respectful of other people in the areas surrounding The Pavilion, as well as the residents living near the area. Please take the necessary steps to assure that your group does not disturb those individuals.
7. Use of The Pavilion requires the **\$100 cleaning fee** for private events. The cleaning fee will be charged on the day of your event to your owner's account. This fee only insures the Pavilion will be clean upon your arrival and the trash removed from the receptacles after your event.
8. If you choose to serve alcohol, you and your guests do so at your own risk. You must also provide a separate Special Event Insurance Certificate for this event. By using the facility, you and your guests assume responsibility for any losses or liability that arises.
9. The Association assumes no responsibility for any accidents or injuries in connection with the use of The Pavilion, including any arising out of the use of the gas barbeque. y using the facility, you and your guests assume responsibility for any losses or liability that arises.
10. No person under the age of 18 is allowed to use the grill.
11. You are responsible for assuring that all members of your group are aware of and comply with each of these rules and regulations.

### **GROUP RESERVATION INFORMATION:**

**Owners Name:** \_\_\_\_\_

**Lot or Cabin/OLU #:** \_\_\_\_\_

**Cell Phone #:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Requested Reservation Date:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_

**Total number of people attending the event:** \_\_\_\_\_

**Will Alcohol Be Served?** Yes \_\_\_\_\_ No \_\_\_\_\_

**If Yes, attach a copy of your Special Event Certificate of Insurance**

**Catering Service?** Yes \_\_\_\_\_ No \_\_\_\_\_ **If yes, by whom?** \_\_\_\_\_

I understand all of the conditions stated above. I hereby agree to comply with all conditions stated in this application, all rules governing the use of Harper's Outpost Picnic Pavilion and all rules governing Caldera Springs. I understand that I am personally responsible for the conduct of my guests and liable for any damage to the area. I further acknowledge and agree that the Association shall have no liability arising out of or related to my group's use of The Pavilion. My signature below acknowledges understanding and compliance.

**Signed:** \_\_\_\_\_

**Date:** \_\_\_\_\_