



THE HEIGHTS
at park lane

TOWER | FLATS | LOFTS

Request for Aqua Lounge

Resident Name: _____

Residence #: _____ Phone Number: _____

Email: _____

Date Requesting: _____

Time Requesting: _____ am/pm to _____ am/pm (no later than 12am, 4 hours maximum).

Number of guests: _____

Areas available (please check one):

- Flats Aqua Lounge
- Other

- *Tower Conference Room
- *Tower Aqua Lounge

*Tower residents only

Event details or comments:

This is only a request. A member of management will contact you to confirm reservation.



Aqua Lounge Rental Agreement

Agreement

This agreement is between The Heights at Park Lane (Owner) and (Resident) _____.

The above parties agree to the rental of the Aqua Lounge on the _____, 20____.

The rental hours will be between _____ am/pm and _____ am/pm (no later than 12 am, four hours maximum). Number of guests not to exceed 100 people, and **Resident must be present with guests at all times.**

Deposit

The above resident agrees to a rental **deposit of \$1500**. Owner and resident agree that the deposit refund will not be issued until the next working day after a thorough inventory of the area has been completed. Money owed for cleaning and/or damages will be determined by the owner's representative. A money order or cashier's check in the full amount of assessed damages will be required prior to a refund of the deposit (deposit may be kept on file for up to 3 months).

Terms and Conditions

- **No smoking** is permitted anywhere inside The Heights at Park Lane at any time. Ash trays are located outside the lounge by the fire pit.
- Music should never emit loud and raucous noise so as to interfere with property resident's enjoyment of life. **Music is to be lower after sunset, by 10pm** (including mechanical loudspeaker or sound amplifier).
- Resident is responsible for **any and all theft or damages** to the Aqua lounge and its furnishings.
- Resident agrees to **clean after the event** and leave the Aqua lounge in the same condition it was received in.
- Resident is liable to the owner for the conduct of said resident and guests (i.e. noise complaints, illegal acts, etc.)
- Resident is responsible for hiring an **off-duty officer** from the City of Dallas for any event with a guest count **exceeding 25 people, and alcohol is being served.**
- This agreement is for the exclusive rental of the Aqua Lounge. No exterior recreational facilities are included or allowed in this agreement. This includes the Fire Pit and Pool areas.
- Resident and his/her guests shall comply with all written rules and regulations of this agreement.
- Aqua Lounge must be **locked at 12am (midnight)**; no exceptions. Resident must have room cleaned by start of business the following day to avoid charges.

Cancellation Period

In the event of a cancellation, the resident must contact the owner's representative no later than three (3) working days prior to the scheduled event (deposit may be kept on file for up to 3 months). Owner has the right to terminate rental time period if any of the regulations in this agreement are not upheld.

Vehicles

Resident is responsible for notification to all guests as to The Heights at Park Lane parking procedures. All vehicles that are parked in assigned spaces, unauthorized spaces or fire lanes will be towed at automobile owner's expense. Parking will be enforced due to limited spaces. Please make arrangements for your guests.

Resident Signature: _____

Date: _____

Owner's Representative Signature: _____

Date: _____