

CLUBHOUSE – PRIVATE RENTAL AND USAGE AGREEMENT

Please complete the agreement below and fill in all the requested information. The completed form can be provided to the Property Manager with the rental fees. The reservation is confirmed once the Property Manager has provided confirmation via email or with a copy of the counter-signed form.

HOMEOWNER INFORMATION

HOMEOWNER NAME(S):

ADDRESS:

PHONE NUMBER(S):

EMAIL(S):

RENTAL INFORMATION

Please note that rental start and end times should include time needed for set up and clean up. If you would like to reserve the space for the full day, please specify that in the request.

RESERVED DATE(S):

RESERVED TIMES:

REASON FOR RENTAL:

RENTAL FEES

- \$100.00 non-refundable rental/usage fee per day.
- \$500.00 refundable security deposit per day.
- All payments must be provided by check made payable to Palma Vista at Ponte Verde HOA. Payments should be provided in two separate checks, one for the rental fee and one for the security deposit.
- The clubhouse is inspected before and after each rental. After the rental, if damages are found, the security deposit will not be refunded. This includes general cleaning of the clubhouse and disposing of trash properly.
- If any of the clubhouse rental rules are not followed or adhered to, the security deposit will be forfeited.
- An extra cleaning of the clubhouse can be added onto the rental for \$200 and can be noted within the fee breakdown. This fee can be included in the rental fee check payment.

RENTAL FEE BREAKDOWN AND TOTALS

Please indicate the fees associated with your reservation request as listed on this application. Please note that the fees are listed per day, so totals should be calculated based on the number of days of the rental.

RENTAL/USAGE FEES TOTAL: \$ _____
SECURITY DEPOSIT TOTAL: \$ _____
EXTRA CLEANING FEE TOTAL: \$ _____
TOTAL FEE AMOUNT: \$ _____

REQUIREMENTS AND RULES FOR USAGE OF THE CLUBHOUSE:

1. Payment of the rental fee and security deposit are required at the time of signing the rental agreement.
2. The only area that is available for use of a private rental is the interior of the clubhouse. The pool and pool deck are not able to be reserved for a private event or use.
 - a. **As the pool/pool deck is not available to rent, in the event the pool/pool deck is utilized as the venue, or a part thereof, during the clubhouse rental, the owner will be charged an additional \$5,000 fee**
3. Prior to gathering, a list of attendees must be provided to security to have access through the gate. This must be submitted at least 24 hours prior to gathering. Gate access is the responsibility of the owner.
4. No liquor may be served at the clubhouse or on HOA property.
5. No smoking is permitted in the clubhouse.
6. No loud noise or music is permitted at the clubhouse. Being mindful of neighbors and noise ordinances, any music or entertainment must be off by 11pm.
7. No swimming or gathering around the pool is permitted.
8. Residents and owners are not to be disturbed in any way as a result of the usage of space.
9. The Clubhouse is to be cleaned and trash properly disposed of at the end of the rental time. All lights should be turned off, doors locked, and all used furniture returned to storage closets.
10. Parking is permitted only in the spots that are marked guest parking. The owner is responsible for ensuring that their guests follow all community parking rules. Cars are not permitted to be parked along the entrance street in front of the clubhouse.
11. The maximum allotted time for rental/usage of the clubhouse is three consecutive days.
12. Children must be under the supervision of an adult at all times.
13. The Association and Management are not responsible for any accident or injury in any way.
14. All trash must be bagged and stored in existing trash cans at the clubhouse. **The owner is responsible for taking the trash out on the trash day that follows their rental and returning the trash bin to the clubhouse after pick-up.**

I have read the above requirements and rules and accept full responsibility for the usage of the Palma Vista at Ponte Verde Homeowners' Association, Inc. Clubhouse during the above outlined date and time.

Signature of Homeowner Date

BOARD/MANAGEMENT USE ONLY

Signature of Manager/Board Member Date

Pre-Inspection: _____ Post-Inspection: _____

Security Deposit Refund: Yes No Date: _____ Initials _____