

PARKSIDE AT BUENA VISTA HOA RESIDENT CLUBHOUSE RESERVATION FORM

Reservation request forms are established and maintained by Southwest Property Management.
8588 Chilton Dr., Orlando, FL 32836

Requests must be mailed to the office with enough time for the management company to process and approve applications ten business (10) days before the event and no more than 4 months prior.

***Clubhouse Hours 10am to 10pm Monday – Sunday.**

If the alarm is triggered after 10:30 as a result of a rental, the security deposit will be forfeited.

Room Reservation is for the exclusive use of the Clubhouse only. This rental does not include EXCLUSIVE use of the pool, or pool area.

There are to be no inflatables, tents, tables, etc. set up outside of the clubhouse or in the pool area.

RESERVATION WILL NOT BE CONFIRMED UNTIL ALL FORMS & PAYMENT ARE RECEIVED.

Name: _____ Contact Phone#: _____

Address: _____ Email: _____

Driver's License number **A Photocopy is Required and must be included with these forms:** _____

Date of Event: _____ Brief description of Event: _____

How many people will attend? _____ Maximum 100 people (including children)

Rental Start: _____ AM/PM End: _____ AM/PM Access prior to or after your rental time may result in forfeit of your deposit

Access Card #: _____ Your access card will be activated for the time of the event only

Will alcohol be served or consumed at this event? **YES** or **NO** (please circle one)

(If yes, responsible renting party will need to follow policies/guidelines as set by the State of Florida Liquor Laws)

Check #: _____ Amount of Check: \$ _____ *check/money order must be in the requestor's name

\$500.00 refundable deposit & \$300 rental fee for the first 4 hours. \$75 each additional hr. up to 4 hrs.

Please send only ONE check/money order to include the deposit AND rental fee.

*Refund of deposit is at the sole discretion of the Board. **Access prior to/ after your rental time may result in forfeit of your deposit**

Make checks payable to: **Parkside at Buena Vista HOA**

Entertainers are not permitted anywhere within the Clubhouse facilities or adjacent areas.

For all rentals Owner agrees that he/she will personally be responsible for the cleaning of the Clubhouse at the end of the rental period. Owner's will use the attached checklist and will be responsible for all damages to the Clubhouse and any equipment during rental. The liability of the Owner in connection with cleaning and damages shall not be limited to the amount of the Deposit.

The Clubhouse event MUST stay within the reserved time, allowing time in your reservation for set-up and clean-up. The Association shall determine whether the Damage Deposit or any part thereof shall be retained by the Association to cover the costs of any needed cleaning or damages. In accordance with determination, the balance of the Deposit shall be refunded by the mail within ten (10) days following Owner's rental of the Clubhouse. Owner must notify the Association of any issues upon arrival and no later than 24 hours following the rental of the Clubhouse. Photo or video images may be requested/used as supporting documentation by either party.

The Homeowner/tenant renting the clubhouse MUST be present for the entire event.

THIS RENTAL AGREEMENT is made and entered into this _____ day of _____, 20____ by the Parkside at Buena Vista HOA, Inc. (the "Association") and _____, a homeowner (the "Owner/tenant") _____ (Resident Signature)

Mail or drop off all forms with your check payable to:

**Parkside at Buena Vista HOA
c/o Southwest Property Management
610 N Wymore Rd, Suite 200
Maitland, FL 32751
407-656-1081**

Use of the Clubhouse. Owner agrees to accept full responsibility for all actions of guests using the Clubhouse and agrees that the Clubhouse will not be used for any unlawful purpose and that use of the Clubhouse will be in accordance with the current Bylaws of the Association.

a. Additionally, Owner agrees that use of the clubhouse is restricted to social events and that no business-related activities (i.e. company parties) or commercial use shall be permitted during the rental use of the clubhouse.

b. Owner agrees that they are the person for whom the clubhouse is being rented for and that true use of the rented clubhouse is restricted to persons who are in good standing and assessments are fully paid with their respective sub-association under the authority of the Association.

c. The Police Department is given the express right to enter the Clubhouse during any private party. If the police determine that occupancy is in excess of maximum capacity, or that the party is causing a disturbance of the peace. or that any other violation of the law is occurring, Owner agrees that the party will be immediately terminated, and all persons will vacate the Clubhouse. In such event, Owner's Rental and Damage Deposit shall be forfeited. If the police are called upon to respond to complaints by residents of excessive noise or other disturbances, the Damage Deposit will be forfeited.

d. Owner agrees to the following conditions:

- **Maximum occupancy of the Clubhouse is 100 people.** Owner will not allow this occupancy limit to be exceeded.
- Owner agrees to be always present in the Clubhouse during any party hosted by the Owner pursuant to this Rental Agreement.
- Owner may not owe any assessments to their community at time of rental agreement. This rental agreement will be cancelled if owner is arrears more than 60 days, until balance is paid in full.
- Owner agrees not to perform or permit any practice which may cause a nuisance to the surrounding homes. Loud activities, including music, must be kept to a reasonable level and not be heard by the surrounding homes.
- Inform all guests of designated parking spots.
- Ensure all guest parking is only in the designated parking lot area. Guests shall not park on the grass or impede use of the surrounding walkways for fellow residents.
- No gambling or fundraising of any sort is allowed in the Clubhouse.
- No smoking is allowed in the Clubhouse or on the Clubhouse premises.
- Pets, bicycles, skateboards and skates are not allowed in the Clubhouse.
- All guests of the Owner shall always maintain appropriate attire.
- In the event there are minors (under the age of 18) present at the function, Owner must maintain a ratio of one adult for every nine minors.
- Parkside at Buena Vista is not responsible for any lost, stolen or damaged personal property.
- Owner agrees not to access or allow his/her guests to access the storage rooms in the Clubhouse.
- Owner agrees not to allow open flames to be used at the Clubhouse (with exception of cake candles).
- Owner agrees not to display any for-profit advertisements outside the Clubhouse
- Owner agrees **not to move any Clubhouse interior furniture outside!**
- Owner agrees that all doors and windows to the Clubhouse remain closed, while air conditioner unit is running.
- Owner agrees not to use tape, tacks or nails on or in the Clubhouse. The only exception to this rule is the use of painter's tape (which should be removed upon completion of event).
- Owner agrees not to set up any tables, inflatables, etc outside of the clubhouse or around the pool area.
- Owner understands the rental is for the clubhouse ONLY, not any of the outside areas.
- Outside areas may not be utilized during the rental. This includes, but is not limited to the pool deck, grassy areas, parking lot, etc.
- Entertainers are not permitted anywhere within the Clubhouse facilities or adjacent areas.

The following cleaning is required at the conclusion of the rental period:

- Bag all trash and remove from clubhouse.
- Removal of all painter's tape and party decorations, including balloons and glitter.
- Return all furniture to its original location.
- Pick up and remove all trash around the clubhouse area (inside and outside).
- Clean refrigerator, microwave and any other appliance present in the Clubhouse.
- Sweep, mop, and/or vacuum Clubhouse.

Owner is responsible for locking all exterior doors to the Clubhouse and returning all keys to the Association representative from which the Clubhouse was rented. Keys need to be picked up at the Southwest Property Management office in WG on the business day prior to the party and the return of keys should be made by next business day. Owner agrees to work with the CLUBHOUSE COORDINATOR to complete both the pre and post party checklists, which are conditions of refund of Damage Deposit.

Pool and Pool Facilities. Owner's rental of the Clubhouse does not include the exclusive use of the pool.

Alcohol. If beer, wine or liquor is served, Owner agrees to comply with all laws of the State of Florida and City of Winter Garden, including, without limitation, and that no alcohol will be served to any person under 21 years of age. Owner agrees that Owner shall check the identification of all persons who are served alcohol to ensure compliance with above stated statutes.

Videotaping and Surveillance. To ensure and secure the safety and continued enjoyment of the Clubhouse, security cameras have been installed in and around the Clubhouse and other Association-owned premises and which are operated continuously, and by entering these premises, you understand that you may be photographed, filmed, or videotaped. The Association has the right to take pictures and/or recordings of you and your guests and you hereby on behalf of yourself and your guests grant the perpetual right to use your likeness, image, photo (collectively, "image") without compensation or any liability to or recourse against the Association, its directors, officers, agents or employees for the broadcast or other exhibition in any medium and to put the finished pictures/recordings to any legitimate use without limitation or reservation. Owner hereby waives, releases and forever discharges the Association, its directors, officers, agents or employees from and against any and all claims, damages, losses, injuries, awards, or actions arising out of or resulting from any use of your image, and its use in forfeiture of your Damage Deposit, suspension of your rental privileges, and or litigation arising out of improper use the Clubhouse or violation of this contract.

Cancellation. If cancellation occurs 72-hours or more in advance of the scheduled date of use, the rental fee and security deposit will be returned in full. If cancellation occurs less than 72-hours in advance of the scheduled date of use, the rental fee will be forfeited; however, the security deposit will be returned in full.

Again, entry prior to or after your requested and approved time may result in the forfeit of your deposit.

This Agreement will not be binding until it has been signed below. If any of these rules are violated, Owner's deposit shall be forfeited & the Association reserves the right to suspend Owner's future rental privileges.

IN WITNESS WHEREOF, the parties have executed this Rental Agreement the day & year first above written.

I _____, (Homeowner Print Name) A PARKSIDE AT BUENA VISTA HOMEOWNER, HAVE READ THIS AGREEMENT AND AGREE TO ITS TERMS. Initial: _____ Date: _____

Accepted by: _____ (Homeowner signature)

PARKSIDE AT BUENA VISTA WOODS HOA CLUBHOUSE RENTAL CHECKLIST

This checklist must be completed, signed and turned in to Southwest Property Management when returning the clubhouse key(s), at the completion of your rental. Failure to do so may result in loss of your security deposit.

NOTE: CLEANING SUPPLIES AND GARBAGE BAGS ARE NOT PROVIDED. PLEASE BRING YOUR OWN.

If there are any issues upon arrival, call Southwest Property Management at [407-656-1081](tel:407-656-1081) and report it BEFORE setting up for your event. If event occurs after normal business hours, please document your issues using time-stamped photos. Damage not reported will be considered as occurring during your event and will result in forfeiture of your damage deposit and/or additional fees. **Pre Event Inspection** made on ___ / ___ / ___ at ___:___ AM/PM.

Please review and initial each item below both before and after your event to acknowledge that you understand the requirements for each area.

Before	Kitchen:	After
	All Appliances: Clean, free from food and in working condition	
	Cabinets empty and doors & drawers in operable condition	
	Countertops free from food debris and stains	
	No water damage, leaks or puddles on floor or counters	
	Do not dispose of grease in sink or disposal. Use a disposable container and place in trash.	
	Trash bags removed from trash containers and disposed of in outside receptacles.	
Before	Restrooms:	After
	Commodes are clean, free from clogs and porcelain is not cracked or broken.	
	Privacy partitions and doors are clean, in working condition and free of damage.	
	Sinks, vanities and mirrors clean and free of damage.	
Before	Entire Facility:	After
	Decorations affixed with blue painter's tape only. No other tape or tack holes permitted.	
	Balloons, streamers and other decorations MUST be removed at end of rental.	
	All doors are closed, locked & are in operable condition.	
	All windows are to remain closed and window shades are drawn, when not in use.	
	All furniture is clean, free of stains, rips and other damage.	
	Floor swept and mopped & wooden floors dusted and free of scratches and stains.	
	Fans undamaged and in operable condition.	
	All lights and fans are turned off (when not in use).	
	Building properly locked and secured upon arrival or when leaving property.	
Before	Outside Grounds, Pool and Parking Area:	After
	Exterior areas and landscaping around the building and parking lot is free of party debris.	
	Exclusive use of the pool area is not included in this rental.	
	Guests will not park outside of parking lot, along residential streets or on the grass.	

Post Event Inspection made on ___ / ___ / ___ at ___:___ AM/PM.

Damage not reported will be considered as occurring during your event and will result in forfeiture of your damage deposit and/or additional fees.

I understand all the requirements above, and I understand that if all items are not initialed, and/or damage is not reported, I may lose a portion of or all of my damage deposit. If the damage deposit does not cover the cost of the repairs needed, I will be required to pay for those additional damages. I further agree that if I do not pay the additional damages within 10 days, those damages may be assessed to my account. If not paid within 30 days, the neighborhood may lien my property for non-payment.

Homeowner Signature: _____ Date: _____