

**Reservation is not completed until both checks and application has been submitted to Manager. NO Dates will be held until reservation is completed.**

## **Clubhouse Reservation**



### **Rules**

Waterside Pointe residents may reserve the Clubhouse located by the pool. Only Waterside Pointe residents may reserve the room and the resident who reserves the room must be present during the time the room is reserved. The Clubhouse may not be reserved for a non-resident to hold an event. The Clubhouse is available for adult events and adult supervised events only. 18-year-old and under events without an adult present will not be permitted. Cost is \$150.00 per rental. **When you make your reservation, be sure to include time to setup and clean up after your event.** Homeowners may have only one reservation scheduled at a time. **Owners are allowed only one event (one day rental) will be allowed per month.**

**Prior to renting the clubhouse, a deposit of \$500.00 (Deposit) shall be due and payable to "Waterside Pointe Homeowners Association, Inc." at the time of the rental request along with the \$150.00 rental fee. Both checks are to be dated for the date of the event. The Deposit and fee will be returned if the rental request is denied, or request date is unavailable. The refundable deposit will be used to cover any damages that may occur during your event OR any infractions of the rules listed below.**

When the check and application are submitted, you will be notified whether your reservation is confirmed.

**Please read the rules (below) pertaining to reserving the Clubhouse. These rules will be enforced. Initial each of the rules and sign the bottom of this document to acknowledge you have read and will abide by them and acknowledge the forfeit of your deposit. Then, go to the final page to fill out your application.**

#### **RULES:**

\_\_\_\_\_ Reservations are for the **Clubhouse and screened lanai area only** – you may not extend your event into the fenced pool area (pool deck). Reserving the Clubhouse does not entitle your guests to use the pool.

\_\_\_\_\_ **No Furniture or other items located within the clubhouse is permitted to be removed from or stored outside of the clubhouse at any time during the date/time of the rental. If any furniture or item is stored or located outside of the clubhouse, for any duration or reason, the Association will retain the \$500.00 Deposit. \*\*\* No furniture is to be moved to the patio. \*\*\***

\_\_\_\_\_ **Tablecloths must be used on tables.** This may avoid possible charges for damage to tables (scratches on tabletops).

	Inflatables or other structures outside of the Clubhouse or on common areas are not permitted.
	Do not post the codes for the entry gate online, i.e. social media.

	You are limited to 65 guests at your event.
	All evening events must end by 11:00 P.M.
	Bands, DJs or other entertainment are not permitted outside the clubhouse. Noise and activity must be kept at a respectable level.
	<b>If any of the following is done, you will forfeit your entire deposit- No exceptions.</b>  Do not staple, tack, tape, or nail decorations on the walls.  <u>NO use glitter or confetti</u>  No hanging of any decorations on the painted walls,
	Any damage to the interior or exterior of the clubhouse, including without limitation, paint, furniture, appliances, or other items caused during the rental shall result in the Association retaining the Deposit to cover any costs or repair. Any costs of repair not covered by the Deposit shall be the sole responsibility of the Owner requesting the rental.
	<b>NEW REQUIREMENT:</b> You will be required to vacuum the tile floor before mopping. You will need to use a neutral floor cleaner, <b>NO Fabulous</b> . Please ask Manager for information on floor cleaner. Bring your own cleaning supplies/window cleaner (including brooms and mops) and trash bags. If the Association trash cans are overflowing – please take your trash home with you.
	Anything left behind after the event will be disposed of without notice. There is no lost and found.
	The clubhouse is not to be used for business and/or commercial purposes, i.e. no gift shows, bake sales, party sales, etc. Exceptions must be sponsored by a Waterside Pointe Board and have prior approval from the Board of Directors.
	You may post a small sign on the inside glass of the clubhouse the day of your event informing other residents the Clubhouse is reserved or closed for a private event (please use painter's tape to do so).

**Before your event:** You **MUST be current** on your HOA assessments when you make your Clubhouse reservation and still current at the time of the event.

**BEFORE your event:** You are responsible for completing a walkthrough to see if anything is broken or dirty before you start your event. Complete the first checklist and email that with photos of any dirt, damage, etc. to [byousey@setnrymgt.com](mailto:byousey@setnrymgt.com)

**AFTER your event:** You are responsible for completing a walkthrough using the second checklist. **Be sure the thermostat is moved back to 78 or 79.** Immediately after your event, email the completed checklist immediately to [byousey@setnrymgt.com](mailto:byousey@setnrymgt.com)

If you must cancel your event – you must cancel 48 hours in advance. **If you do not, your \$150.00 fee will not be refunded. Holiday decorations within the club house from November to January 1, will not be taken down for any event being held in the club house.**

**Waterside Pointe Reservation Form**

Please complete and return this form with initialed rules and deposit check to:

Waterside Pointe Homeowners Association  
At the Clubhouse Office

I am requesting to reserve the clubhouse on \_\_\_\_\_ (Date), from \_\_\_\_\_ (am/pm)  
to \_\_\_\_\_ (am/pm) for \_\_\_\_\_ (Event) with approximately \_\_\_\_\_ people.

\_\_\_\_\_  
Homeowner name (please print)

\_\_\_\_\_  
Homeowner Address (please print)

\_\_\_\_\_  
Homeowner Email Address

\_\_\_\_\_  
Homeowner Cell Phone Number

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I am a homeowner in good standing with Waterside Pointe Homeowner's Association – all Annual and Special Assessments are current and have no outstanding liens or covenant violations. I have read all of the above requirements and rules and acknowledge that it is my responsibility to follow such rules as outlined. I understand that if I do not comply accordingly, I may be asked to terminate my event. **I am aware that security may be on-site monitoring the area during my event and understand they have the authority to enforce said rules.**

Homeowner Signature

Date \_\_\_\_\_

Clubhouse Representative Signature

Date \_\_\_\_\_

**We will notify you if the date you have requested is already taken.**

**Bring this completed document with \$500.00 refundable deposit  
and \$150 non-refundable checks to:**

Waterside Pointe Homeowner's Association  
**At the Clubhouse Office**

Clubhouse address for your invitations:  
110 Honeymoon Island Way, Groveland, FL 34736

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