



Amenity Rental Agreement

Please send completed form to enclavehoaga@outlook.com

To be completed by the HOMEOWNER and HOMEOWNER requesting the reservation must have **PAID UP TO DATE HOA** fees at time of rental and **be present** for the duration of the event.

Homeowner Name(s):

Homeowner Address:

Homeowner Contact Information:

Telephone: _____

Email: _____

Owner authorization certifying they will be on site for the entire duration of the event. This is NOT optional.

Signature: _____

Brief Event Description: _____ Date of

Event: _____ Start Time: _____ End Time: _____

Set Up Time: _____ am/pm

Please note. If the Cafe Kitchen is needed – management must be notified.

Number of Persons: _____ (per room occupancy)

Homeowner acknowledges that if they exceed the number of guests permitted, the event will be immediately terminated for non-compliance and abuse of the fire code.

FEES: Please make all checks payable to The Enclave HOA: **We do not accept cash, debit cards, or credit cards.**

Fees: (check the box below)

☐

Clubhouse Multi-purpose Room

\$250.00 for four (4) hour rental plus 1 hour Set up and 1 hour Clean up.
Additional \$100.00 after initial Six (6) hour period.

☐

Library/Billiards Room

\$150.00 for four (4) hour rental. Additional \$50.00 per hour after initial four (4) hour period.

☐

Movie Theatre

\$100.00 for four (4) hour rental plus 1 hour set up and 1 hour clean up.
\$25.00 per hour after initial four (4) hour period.

☐

Entire Clubhouse

\$500 for four (4) hour rental (excludes Fitness Center, Pool/Pool decks and Administrative Offices)
\$200.00 per hour after initial four (4) hour period.

Security Deposits:

Multi-purpose Room, Library/Billiards Room, and Movie Theater- \$500.00 security deposit refundable upon inspection.

Entire Clubhouse- \$1,000.00 security deposit refundable upon inspection.

Rental fees and security deposits should be submitted in 2 separate checks made payable to The Enclave.

General Guidelines:

- If the Café Kitchen is needed – the Board will need to be notified. The reserving of any additional areas may require an additional security deposit.
- **Please note: The reserving homeowner will be responsible for any damages as assessed by the Board or Management.**
- The reserving member must be an Enclave homeowner and **current on their HOA dues** on the rental and event date.

- The reserving member is responsible for leaving the **rented space in a clean and orderly condition by the reservation end time**. This includes disposing of all garbage waste and placing into the Atlantic Waste garbage bins, wiping down and storing tables/chairs and removing items on ground.
- Any decorations must be affixed in a **non-intrusive** method (i.e. tape, string, command strips) to prevent damage.
- The pool area **may NOT be reserved** as it is opened to the Enclave community. No guest or family member of the event may monopolize or make use of the exterior pool area.
- Tobacco products are prohibited.
- Glass bottles are prohibited.

Print Name: _____

Signature: _____

Date: _____

Revised August 2022, February 2024