



## ***Amenity Rental Agreement***

Please send completed form to [enclavegatehousesav@gmail.com](mailto:enclavegatehousesav@gmail.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):

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Homeowner Address:

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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.

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FEES: Please make all checks payable to The Enclave HOA or pay via Doorloop app.

**Fees: (check the box below) (payment due upon submitting agreement)**

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**Clubhouse Multi-purpose Room**

\$300.00 for four (4) hour rental plus 2 hour Set up and 2 hour Clean up.  
Additional \$100.00 per hour after initial four(4) hour period. (75 person max)

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**Library/Billiards Room**

\$150.00 for four (4) hour rental. Additional \$50.00 per hour after initial four (4) hour period. (16 person max)

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**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. (45 person max)

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**Entire Clubhouse**

\$500 for four (4) hour rental (excludes Fitness Center, Pool/Pool decks and Administrative Offices) (120 person max)  
\$200.00 per hour after initial four (4) hour period.

**Security Deposits: (Due one (1) month Prior to rental date)**

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 or payments through DoorLoop.**

**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 or cleaning fees 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 vacuuming the floors, disposing of all garbage waste and placing into the Atlantic Waste garbage bins at the pool gate, wiping down and storing tables/chairs and removing items on ground. Failure to do this will result in forfeit of security deposit. (Homeowners should forward this agreement to party planners, caterers, etc.).
- 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.
- The Screen room cannot be rented it is only available on first come, first served basis,
- Tobacco products are prohibited.
- Glass bottles are prohibited outside the clubhouse.

By signing below, I am acknowledging my responsibilities as a renter:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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Revised August 2022, February 2024, January, 2026