

Date Submitted _____

ARBOR LAKES CLUBHOUSE RESERVATION REQUEST FOR A PRIVATE PARTY/EVENT**

I wish to reserve the clubhouse** for (purpose) _____

Date and Times _____

NAME _____

ADDRESS _____

PHONE _____ CELL PHONE _____

EMAIL _____

YOUR RESERVATION TIME SHOULD INCLUDE SET UP AND CLEAN UP

The maximum number in your group will be _____

We will be using the following: Main Room _____ Kitchen _____ Porch _____

Contact Clubhouse Director with any questions and for more information.

I WILL BE ATTENDING AND TAKING RESPONSIBILITY FOR THE CLUBHOUSE DURING THE RESERVED EVENT. _____ (INITIAL)

FEE STRUCTURE AS DEFINED IN POLICIES AND PROCEDURES (SEE ATTACHED)

SIGNATURE _____

RESERVATION RENTAL FEE _____

RESERVATION DAMAGES AND CLEANING DEPOSIT _____

DATE POSTED ON CLUBHOUSE CALENDAR _____

DAMAGE AND CLEANING FEES ASSESSED _____

DEPOSIT PORTION RETURNED _____

WALK THROUGH BEFORE SETTING UP _____ DATE

SPONSOR _____ CLUBHOUSE DIRECTOR _____

WALK THORUGH AT END OF EVENT _____ DATE

SPONSOR _____ CLUBHOSUE DIRECTOR _____

ARBOR LAKES CLUBHOUSE **RESERVATION REQUEST FOR A PRIVATE PARTY/EVENT (2)

1. A private part/event is any event including memorial services*, sponsored by an Arbor Lakes property owner, but not open to all Arbor Lakes' residents. Event complies with ALPOA community age standards_____
2. The sponsor of a Private party/event **Shall be in attendance at all times.** _____
3. Private Parties/events must abide by the rules for community events. _____
4. There are to be no lit candles or any other fire. _____
5. Private parties/events shall NOT use the fireplace, gym, library, pool table, ping pong table, piano or sound system. The TV may be used but no equipment may be added reconfigured or disconnected. The setting must be left as they are. _____
6. Hours of Private party/event reservation are limited so as not to unduly inconvenience residents desiring to use the facilities. _____
7. If the private party/event *will include 40 or fewer people and /or take 4 (four) hours or less (plus 1 hour each for set up and clean up) the sponsor shall pay a **rental fee of \$100 Plus a refundable damage and cleaning deposit of \$100 for a total of \$200.** _____
8. If the private party/event *will include more than 40 people and/or take more than 4 hours (Plus 1 hour each for set up and clean up) then the sponsor shall pay a **rental fee of \$200 plus a refundable damage and cleaning deposit of \$200 for a total of \$400.**

9. Fees shall be payable to ALPOA and given to the Clubhouse Director at the time the reservation is made. _____
10. Prices quoted above **are plus 6% Florida Sales Tax.** _____
11. To get in the gate, guests and deliveries should be instructed to state they are guests or deliveries of the private party/event at the clubhouse. You should be putting these parties on your Envera admittance page. _____

ARBOR LAKES CLUBHOUSE **RESERVATION REQUEST FOR A PRIVATE PARTY/EVENT (3)

12. The Sponsor reserving the clubhouse is responsible for wiping down tables and returning all tables and chairs to closet. You are also responsible for cleaning all kitchen counters and all surfaces used, sweeping and/or mopping tile floor. _____
13. The Sponsor is responsible to see that the clubhouse is left in a clean condition, and everything is returned to its respective storage area. _____
14. The Sponsor must properly dispose of leftover food and NOT leave it in refrigerator. Garbage and trash must be bagged and put in the 2 wheel trash carts on the southwest corner outside the clubhouse. Your recyclable items are to be rinsed and taken out to the recyclable bin next to the trash carts. _____
15. The party sponsor is responsible for any monetary damages incurred to clubhouse and/or surrounding amenities during a private party/event. This is per Covenants & Restrictions, Article III, C, 21 – Liability of Owners:
 - i. Each Owner shall be liable to the Association for any damage to the Common Area or to any of the equipment or improvements thereon which may be sustained by reason of the negligence or willful misconduct of the Owner or his family, relatives, guests or invitees both minor and adult. _____
16. * Memorial Event – for an **Open** (to the community) **Memorial Event for a resident of Arbor Lakes** – the rental fee is waived, and the Damage and Cleaning deposit will only be assessed if the clubhouse is not returned in the condition, it was given in. _____
17. ** Clubhouse rental specifically **excludes** the pool, gym, library, tennis courts, shuffleboard courts, picnic area, horseshoes, basketball area and docks, These are **off-limits to your guests**. _____