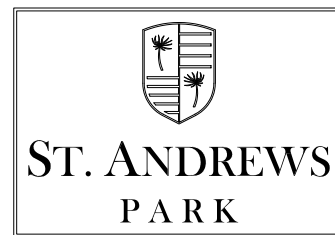




St. Andrews Townhomes Homeowners Association, Inc
c/o Advantage Property Management
1111 S.E. Federal Highway, Suite 100, Stuart, FL 34994
AdvantagePM@advpropmgt.com
(772) 334-8900
Clubhouse Rental Agreement



This Rental Agreement is entered into by and between St. Andrews Townhomes Homeowners Association, Inc., and Rental Applicant(s). Complete page 1; Initial and date page 2; Sign and date page 3.

Printed Rental Applicant Name: _____ **Date:** _____

Rental Applicant E-Mail Address: _____

Address: _____ **Phone:** _____

Date of Event: _____ **Time:** _____ am/pm **To:** _____ am/pm

Type of Event: _____ **Estimated Number Guests:** _____

- The Clubhouse rental fee is \$100 for the first five (5) hours, and \$ 25 for each additional hour thereafter, plus a \$200 refundable security deposit.
- This Rental Agreement is for the use of the Clubhouse and does not include the Pool or Gym facilities.
- A Rental Applicant, in good standing, may rent the Clubhouse for private events through Advantage Property Management.
- The Clubhouse is available from 8:00 am to 9:00 pm. Event cleanup and exiting must occur prior to 9 pm.
- Clubhouse doors must remain closed when not in use for entering and exiting the building.
- Pets are not permitted inside the Clubhouse at any time.
- Upon request, the Entrance Gate may be opened 30 minutes prior to the event start and for 30 additional minutes after the event has started. Gate Codes may not be published on any publicly displayed literature.
- Smoking is strictly prohibited in the Clubhouse. Smoking is only permitted in the designated area under the outside covered back patio.
- To reserve the Clubhouse, this Rental Agreement must be completed, signed, and returned to Advantage Property Management.

I agree to abide by all the regulations set herein and leave the Clubhouse in pre-event condition including:
Returning all furniture to its original position.
Cleaning tables, countertops, and the kitchen sink.
Leaving the bathroom in presentable condition or cleaned as needed.
Making sure the carpet and floors are left in good condition or cleaned as needed.
Removing all garbage, setups, and decorations from the building.

ENJOY YOUR CLUBHOUSE – HAVE A GREAT EVENT!

Applicant Signature: _____ **Date:** _____

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Rental Agreement Regulations

Clubhouse Usage: The Clubhouse may be reserved for up to one (1) year in advance. The Clubhouse may not be used for fund raising purposes without prior approval from the HOA. Sales of Alcohol are prohibited. Set up can be started two (2) hours prior to the event.

Rental Fee & Security Deposit: The rental fee is \$ 100.00 for the first five (5) hours, and \$ 25.00 for each additional hour beyond five (5) hours. The refundable security deposit is \$ 200.00. The rental fee and security deposit are due at the time of application: one check for the total rental fee, and a separate check for the \$200.00 security deposit. Please make your checks Payable to St. Andrews Townhomes, Inc.

Mail your signed agreement and checks to:

Advantage Property Management, 1111 S.E. Federal Highway Suite 100, Stuart, FL 34994.

Refundable Security Deposit: The deposit is refundable if the Clubhouse is left clean and there is no damage to furnishings or equipment. Any costs incurred in cleaning or repairing the Clubhouse will be deducted from the deposit. Should damage exceed the deposit the Association may resort to legal remedies. The decision of whether the deposit shall be refunded is solely up to the HOA BOARD, and will not be refunded until the Clubhouse has been inspected by a St. Andrews Association representative.

Reservation Status: A rental reservation is considered binding after the Clubhouse Rental Agreement has been signed by the Rental Applicant and approved by the St. Andrews Townhomes HOA Management company. Rental Applicant will receive a confirmation letter/Email.

Parking: Limited spaces are available for parking at the St. Andrews Clubhouse. Vehicles must be in a designated parking space and shall not be parked on the grass or sidewalks.

Personal Property: The HOA is not responsible for any valuables or personal property left on the premises.

Animals: Animals, except for service animals, are prohibited in the Clubhouse.

Smoking - Alcohol - Illegal Drugs: Use of tobacco products in the Clubhouse is prohibited.

Smoking is permitted in the designated smoking area, only.

Alcohol Intoxication will NOT be tolerated.

Illegal Drugs are NOT allowed.

Minors: Any event with participants under the age of 18 is required to have one chaperone for every ten minors present during the event.

Cleaning: The Clubhouse must be cleaned, all decorations and trash must be removed, and the Clubhouse must be vacated by the end time indicated on the Rental Agreement. The Rental Applicant is responsible for the removal of all personal articles, including all food, decorations, etc. All tabletops, chairs, countertops and appliances used must be wiped clean. Rental Applicant shall mop and sweep all floors, vacuum all carpets. If it becomes necessary for the HOA to do additional cleaning, the cleaning charge will be deducted from the security deposit.

Initials: _____ Date: _____

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ALL TRASH AND GARBAGE MUST BE DISPOSED OF: Garbage must be removed from the Clubhouse and taken back home for trash disposal, NOT PLACED IN THE CLUBHOUSE CONTAINERS (Inside or Outside the Clubhouse). Trash/Garbage left on premises will result in a \$50.00 charge for removal.

Caterers: Rental Applicant may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in the Clubhouse Rental Agreement. All food and beverages must be removed from the premises after the event. No catering equipment, décor, or other items may be left behind or stored on the property after an event unless prior arrangements have been made with the HOA. Rental Applicant and/or Caterer is required to provide their own tableware, linens and service needs.

Confetti: Thrown rice, birdseed, glitter, and all other types of confetti, are prohibited at the Clubhouse.

Decorations: No Decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or by any means that will cause damage. Tape is not permitted on any walls, glass, or fixtures.

Candles: No candles, other than battery operated candles, are allowed.

Care of Premises: Neither the Rental Applicant nor their guests will cause damage to the premises or permit anything to be done whereby the premises are injured, marred, or defaced. The Rental Applicant will not allow any alterations to the Clubhouse. Special Care must be taken in the moving of furniture to prevent damage to walls, floors and furniture. Nothing must be allowed to drag across the flooring.

No Portion of the sidewalk, entries, passages, fire exits may be obstructed by the Rental Applicant, or their guests, or used for any other purpose other than ingress or egress from the Clubhouse.

Acceptance of Clubhouse: It is understood that the Rental Applicant accepts the Clubhouse "As Is".

Questions/Problems: If there are any questions or concerns before or during the rental of the Clubhouse, please contact Advantage Property Management 772-334-8900.

REQUIRED SIGNATURE

I, the Rental Applicant, have read all the Clubhouse Rental Agreement Regulations and by signing below, I agree to comply with the provisions of this Rental Agreement. I understand that my security deposit may be forfeited, or I may incur additional expenses should any of the regulations be ignored or abused, or if any damage is a result of my event. I acknowledge that the use of the Clubhouse is purely for the pleasure of my guests. I further acknowledge that neither Advantage Property Management, nor the St. Andrews Townhomes Homeowners Association, assumes any responsibility or liability, for any actions, injury, damages, or loss to any person while using the Clubhouse, during or after the event.

PRINTED

NAME _____ SIGNATURE _____ DATE _____