



(A): 201 Main Trail, Ormond Beach, FL 32174 (P) 386-673-0855

Office Use Only**Security Deposits will be returned to the contracting party listed on the check.****Security Deposit: \$250.00****Date: _____ Check# _____****Resident Rate: \$319.50****(Payable to Trails Homeowners Assoc., Inc)****Non-Resident Rate \$798.75****Date: _____ Check# _____*****Weekend Rate ; Weekday Rate: \$250.00******Certified Funds required for non-residents*****Date: _____ Reference# _____****Reason for withholding Security Deposit. _____**

Name: _____

Mailing address: _____

Phone Number: _____ Email: _____

Event Date: _____ #of Guests: _____

Event Planner: _____

If you are a resident of the Trails HOA the cost is \$319.50 for the day, Non-Residents pay \$798.75. This includes a basic cleaning fee and sales tax. **The event fee must be paid 30 days in advance of your event, and we do not take cash or credit cards.** We require a **\$250.00 Security Deposit.** Personal Check from Residents and Certified Funds from Non-Residents that we do not cash unless there are damages noted after your event. As of November 11, 2021, by BOD motion and Unanimous vote, Homeowners and Residents with a Current Lease Agreement between themselves and a Trails HOA property owner are eligible for the *Resident Discount*. **No resident sponsorship will be permitted.** The requested date will not be reserved until the security deposit is paid and this form is signed and returned. Event fees not Received within 30 days of the event are subject to cancellation.

Responsible Party Agrees to the Following. Please Read Carefully!

Access to the room begins at 9:00 a.m., the day of your event until 2:00 a.m. the next morning. The space is limited to less than 100 guests. Tables and Chairs are available. Linens, place settings, kitchen utensils and dishes are **not available**. There is no coffee pot. The kitchen stove is for reheating and or warming because the Trails HOA does not qualify as a commercial kitchen, so meal preparation is discouraged. Parking on site is also limited, vehicles parked in the grass will be towed.

_____(initial)

November 1st, 2025

The pool facilities are prohibited from being used the day of your event regardless of your membership within the HOA. The use of glitter or confetti in your décor is strictly prohibited and will result in additional cleaning fees if used. Decorations are restricted to tabletops only and may not be affixed to the ceilings, walls, fans, or windows. No rice or birdseed should be thrown, no silly string, party poppers, fireworks or sparklers should be used in any celebration within the Trails Clubhouse or the ground surrounding the clubhouse. There will be a fee deducted from your deposit if any of the above items are used, traced to your event, and cleaned up on any level by our onsite staff. Rubbish from the event is to be removed from the facility and placed inside the dumpster container located on the east side of the parking lot. Rubbish left outside the dumpster container will incur a fee per bag or piece.

The placing of decorations other than tables is strictly prohibited. Nothing can be placed on the walls, ceilings, fans, and windows. Confetti and or glitter inside the building is also prohibited. Regardless of/if the cause of glitter or sequins is from shedding clothes or costumes, an additional cleaning charge will incur.

_____(initial)

Trails HOA does not supply any material except 6-48" & 8-60" round tables. Plus, two (2) 8' foot & Ten (10) 6' foot long tables and 100 chairs. There will be a charge of \$5.00 for every door that is not secured.

The Trail's is not responsible for any additional equipment brought in by the rental party. Outside barbeque grills and beer in kegs are not allowed for any reason. Throwing rice, bird seed, glitter or confetti is prohibited. Outside grounds, wooden decks, walkways etc....are the responsibility of the contracting party for clean-up. Items found in the garbage disposal will result in a \$50.00 fee taken from your deposit.

SMOKING IS PROHIBITED IN THE BUILDING

A Wi-Fi password is available, but we do not guarantee a Wi-Fi connection. You are encouraged to bring a Data Hotspot device. Rental of the community building does not include the use of the Trails community pool, under any circumstances. Advertising, invitations to the public or the use of the building for commercial purposes are prohibited, unless specifically authorized by the Board of Directors.

Any person renting the facility under this rental agreement accepts the facility "AS IS". The Trails Homeowners Association, Inc. will conduct reasonable and normal upkeep but assumes no liability for failure of equipment or other facilities.

You must pick a key for the building usage before 3:00 P.M. on the day of the function, unless the function is on a weekend. Then you must obtain a key before 3:00 P.M. the Friday prior to the function or arrange to pick up a key during regular business hours the week of your event. Before your deposit is returned, the building key must be returned, either in person or you may drop it in the mail drop box located in front of the office door on the 1st floor of the clubhouse.

I have read this agreement/contract and the cleanup list of this contract, governing the use of the Trails Community building and will be responsible for the facility being clean and orderly, and that all participants will conduct themselves in an orderly manner. I acknowledge that anything brought into the facility must be removed, all rubbish accumulated must be removed and may be placed inside the dumpster located in the facility parking lot.

All lights will be shut off, and the A/C thermostats set at 74 degrees.

Name _____ Date: _____
(Signature)

For Fire, Police, or medical emergency dial 911 Non – Emergency: Contact Carl Harrell (386) 290-3826. If additional personnel are sent out, there will be additional service charges including lockouts and electrical breaker resets at a cost of \$25.00.

_____(initial)