

PAVILION RESERVATION

The purpose of this form is to request the use of the Pavilion for a private function. Submit the completed form to the property manager with a check payable to Dadeland Walk Association for the security deposit. **SUBMIT completed form to management office or by email to sramos@alliedpropertygroup.net**

EVENT DETAILS

Date of Event: _____ **Start Time:** _____ AM/PM **End Time:** _____ AM/PM

Type of Event: _____

Number of Guests: _____ **Expected Cars:** _____

Resident Host Name: _____

Address: _____

Cell #: _____ | **Home #** _____

Email: _____

CONDITIONS OF USE

1. **Advance Notice:** Submit reservation form at least 7 business days before the event.
2. **Security Deposit:** A refundable \$250.00 security deposit payable to Dadeland Walk Association is required to secure the reservation. Deposit may be forfeited for any rule violations, including early setup, exceeding hours, leaving the area unclean, or causing damage.
3. **Time Limit:** Reservation hours are from 10:00 a.m. to 11:00 p.m. Setup is not permitted before 10:00 a.m., and all cleanup must be completed by 11:00 p.m. sharp.
4. **Resident Host:** The resident host must remain on-site throughout the event.
5. **Cleanup Requirement:** Cleanup is required. Failure to return the pavilion to its original condition may result in loss of the deposit.
6. **Account Status:** The Lot Owner's account must be current with no outstanding balances for the reservation to be approved.
7. **Guest Limit:** Maximum 50 guests. Limited guest parking is available (no parking in front of other units or common areas).
8. **Music:** All music must be shut off by 11:00 p.m. sharp, in compliance with Miami-Dade noise ordinances.
9. **Security Camera:** The pavilion is monitored by 24/7 video surveillance. Entry constitutes consent to being recorded.
10. **Damages:** Residents are responsible for any damage. Costs exceeding the deposit may be charged to the Lot Owner.

11. **Rentals and Equipment:** If renting tables, chairs, or other equipment, the resident host must identify the vendor in advance. All rented items must be stacked neatly against the pavilion wall without blocking the gate or walkways and removed by the vendor promptly after the event.

Identify rented equipment _____

Vendors Name _____ Telephone _____

Identify rented equipment _____

Vendors Name _____ Telephone _____

12. **Open Flames and Cooking Equipment:** Portable gas stoves, propane burners, charcoal grills, deep fryers, or any open-flame cooking equipment **are not permitted** in the pavilion or surrounding common areas.

Resident Acknowledgment:

I understand that submitting this form does not guarantee approval. I agree to follow all pavilion rules and conditions. I acknowledge that the full security deposit may be forfeited if any terms are violated, including early setup, failure to vacate on time, inadequate cleanup, damage, or disturbances. I further understand that my account must be in good standing with the Association for the reservation to be accepted.

Resident Signature: _____ Date: _____

Print Name: _____

For Association Use Only:

☐ Approved Date: _____ ☐ Denied Date: _____ ☐ Cancelled: _____

Reason for Denial or Cancellation:

Deposit Returned On: _____ By: _____