

Belles Terres Clubhouse Rental Policies/Agreement

Date of Party _____ Resident Name _____ Building _____ Unit _____
Type of Party _____ Number of Guests _____ Time From: _____ To _____

The following line items are required for Clubhouse Rentals and are due upon receipt of your signed contract.

- Owner's account must be current and in good standings. (Initial) ____
- \$75.00 non-refundable rental fee is required within five business days of reservation. Cancellations must be made 10 days prior to the date of the event.
- Contract is to be signed at time in which the rental fee is received (Initial)____
- A security deposit in the amount of **\$200 check/money order** is required and will be held on account. Check or money order is to be made payable to Belles Terres HOA. The security deposit check or money order shall be returned in full that the following requirements are met: no damage has been done to the premises or its contents, the facility is left clean, all dishes, garbage and food have been removed. If additional cleaning is need to clean the premises and remove garbage, the cost will be deducted from the security deposit. If there is any damage over \$200.00 it will be charged to the owner's account. (Initial ____ Check/Rec'd ____)
- A Certificate of Liability Insurance is required for all parties, listing Belles Terres Homeowner Association as an additional insured for the day of the event on your condo insurance policy. (Initial ____ Check/Rec'd ____)

Event Rules – Event Attendees

- You **MUST** come before 4pm the last business day before the event/party to pick up the keys and complete the pre rental inspection form..
- The **Owner MUST** be present during the **ENTIRE** time that guest are present in the facility and will be held responsible party, for the actions of their guests which includes but not limited to all other violations, property damage, furnishing damage and/or injuries.
- **Owners and their guest** shall conduct themselves, in a manner that; **Will not disturb the neighbors'** peaceful enjoyment of the premises, is not illegal, will not injure the reputation of Belles Terres Condo community or its residents.
- **No more than fifty (50) guest/attendees during an event/party/gathering.**
- All parties, gatherings and meetings cannot begin no earlier than **10:00am unless prior written approval and all parties must conclude by 10:00pm.**
- Stereo equipment in the clubhouse may be used, but such music may not be noticeable no more than twenty (20) feet from the clubhouse building and must be **turned off by 10:00 pm.**
- The clubhouse will not be rented for wedding, bachelor, or bachelorette parties.
- Parties, gatherings, or meetings of children, under eighteen (18) years of age, are not permitted without parental supervision.

FACILITY - RULES

- **NO SMOKING** – The clubhouse is a smoke-free environment. No smoking is allowed inside or within 15 feet of the clubhouse. Violations will result in a minimum of fifty (50) dollars. This amount will be deducted from your security deposit.
- The swimming pool and patio area are **not available** to guests when renting the clubhouse except when being used as an emergency exit.
- Use of the “common area grounds for any party related activity is prohibited.
- **Do NOT move the pool table.**
- **Do NOT** prop doors open.
- **NO Live bands they are not permitted.**

CLEAN UP INSTRUCTIONS

- Clean up completely remove all; dishes, trash/garbage, and food, wipe down all counter tops and vanities, mop and vacuumed all floors. Facility must be return to the condition of which it was found, no exception.
- In addition to assessing the actual costs of clean up or damage, a fine may also be assessed.
- The key to the clubhouse is to be dropped in the slot on the side of the building immediately following the party.
- After an “Inspection” by the Complex Manager, if no violations have been found the security deposit will be refunded in full.
- The office will contact you via email or phone to discuss; any violations, charges, and/or the return of your security deposit and signature of receipt of that return within 7 days of the event.

Note there is a minimum \$25.00 charge for any repairs and/or cleanup of the clubhouse.

I agree to abide by the above rules, and I assume full responsibility for; any personal injury, damage, property damage, damage to the clubhouse, its furnishing, or its game tables, or loss suffered by me or my guests, in connection with the use of any facilities of Belles Terres. I hereby hold harmless and indemnify Belles Terres Master Homeowners Association and its Board of Directors from any loss claim or liability of any nature, arising from any personal injury or property damage incurred or loss suffered by me, or my guests, in connection with the use of the Belles Terres Clubhouse. I also agree to pay such fines and violations as outlined by resolution of the Board of Directors and agree to be responsible for any damages including and exceeding the \$200.00 security deposit.

Date _____

Key# Issued: _____

Owner Signature _____ Office Staff Signature _____

RETURN OF CLUBHOUSE RENTAL DEPOSIT – CHECKLIST

Date Checked _____ Checked by: _____
Key returned (Y/N) _____ Left Clean (Y/N) _____ Damage (Y/N) _____
Date returned _____ Chargeable: (Y/N) _____ Chargeable:(Y/N) _____
Charges _____ Amt: _____ Amt: _____

Comments:

Comments: _____

Total Charges

Deposit on hand

Less Charges

Return Deposit Amt

Received from Belles Terres \$ _____ refund on clubhouse deposit.

Date _____ Host Resident Signature _____

Date _____ Witness Signature _____