

# Villa Serena

## VILLA SERENA OWNER'S ASSOCIATION

24701 US Highway 19 N., Suite 102

Clearwater, FL 33763

Phone 727 725-8000

### CLUBHOUSE RENTAL AGREEMENT

For a Private Function

To establish your rental for the use of the CLUBHOUSE, please read, understand, and completely fill out and sign this form, submit a check (as noted below) and furnish this completed form and check to the association manager.

RESIDENT NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TELEPHONE: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_\_ TIME: \_\_\_\_\_ to \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_ (MAXIMUM CAPACITY IS 25 ATTENDEES.)

PURPOSE: \_\_\_\_\_

DESCRIPTION OF EVENTS: \_\_\_\_\_

I understand that I have been granted use of the VILLA SERENA CLUBHOUSE COMMUNITY ROOM on the above stated date and time, subject to the following terms and conditions:

1. Lawful Residents hereby agree to hold the Association harmless and to indemnify it against any public liability which may arise or accrue because of the use by Lawful Resident of the CLUBHOUSE. The Association shall not be responsible for any damage or injury that may happen to Lawful Resident(s) or a Lawful Resident's agents, servants, employees, and invitees, or to any property from any cause whatsoever, during the period covered by this Agreement, and a lawful Resident, by renting the CLUBHOUSE for a private function hereby releases the Association from and agrees to indemnify and hold it harmless from and against any and all claims for such loss, damage, injury or expense, including the cost of defense. INSURANCE: Lawful Residents hereby agree to assume all responsibility for insurance respecting the facilities during the use under this Agreement and to assert no claim of coverage under any insurance policy of the Association during the period of such use.
2. Lawful Resident assumes full responsibility for any loss or damage caused to the premises and property of the Villa Serena Owner's Association, Inc. as a result of the use of the CLUBHOUSE as stated above. If damage exceeds the required deposit of \$300.00, the deposit will not be returned and the resident will be billed for any additional costs involved.

The deposit must be in the form of a check payable to VILLA SERENA OWNER'S ASSOCIATION, INC. and submitted with the completed form at least one week prior to your reserved date.

3. Lawful Resident agrees to immediately return the premises to a neat, clean, and orderly condition and is responsible for removing and disposing of all trash and garbage created as a result of the activity. If it becomes necessary to clean the CLUBHOUSE after your activity, the cost will be subtracted from your deposit.
4. Lawful Resident understands and will not allow illegal activity on the premises and will refrain from loud and annoying activities that may disturb other residents.
5. The available hours to reserve the CLUBHOURS are between 8:00 a.m. and 11:00 p.m. I understand that I am reserving the use of the CLUBHOUSE Community Room only. This does not include the pool and deck area. The guest limit is 25 persons. If my guests use the pool and deck area, I understand that I am responsible to ensure that the activities in no way disturb or infringe upon the comfort of Villa Serena Residents using the pool at the time. If any music, games, or activities related to my function infringe upon the comfort of any residents at the pool, the residents have the right to ask them to cease. Food tables are to be set up inside the CLUBHOUSE. There are no barbecue grills allowed in the pool area.
6. Lawful Resident agrees and understands that the use of this facility is granted for Lawful Residents only and may not be reserved for non-Villa Serena residents.
7. Lawful Resident will be required to notify all guests on use of the entry card to the CLUBHOUSE and pool area or will need to plan for a period to be in the home to allow entry to the Community on the date of the event.
8. Lawful Resident agrees and understand that all youth functions MUST be supervised at all times by at least one responsible lawful adult Villa Serena Resident for every ten (10) children at all times while CLUBHOUSE is in use. STRICTLY NO ALCOHOLIC BEVERAGES ARE ALLOWED AT YOUTH (under 21 of age) PARTIES OR FUNCTIONS.
9. The event will not last later than 11 p.m. including cleaning up time.

\_\_\_\_\_ Date \_\_\_\_\_  
Resident's Signature

\_\_\_\_\_  
Resident's Printed Name

Check # \_\_\_\_\_ Received by \_\_\_\_\_

# CLEANING CHECKLIST CLUBHOUSE MEETING ROOM

This checklist should be used as a guide for cleaning the room after your personal use. If there are areas that you do not address properly, your deposit will be adjusted to cover any fees associated with the item or areas being cleaned. Cleaning supplies can be found inside the cabinet in the ladies' room. Please return all cleaning items to the cabinet.

Remove all food, crumbs, and debris.	
Wipe tables, countertops, microwave oven (inside and out,) and remove all items from the refrigerator and freezer	
Clean dirt and handprints off doors, windows, and light switches.	
Sweep and mop floor.	
Reposition furniture to designated arrangement.	
Remove any decorations: ribbon, paper, paper products from any furniture, cabinets, or doors. DO NOT PUT TAPE ON THE WALLS OR WINDOWS.	
Turn out lights and ceiling fans. Please make sure doors are locked when you leave.	