

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. **IT IS YOUR RESPONSIBILITY TO CONTACT THE MANAGER BY 12:00PM THE FRIDAY BEFORE A WEEKEND EVENT OR 48 HOURS BEFORE A WEEKDAY EVENT TO OBTAIN THE ENTRY CODE TO THE CLUBHOUSE. FAILURE TO DO SO MAY RESULT IN YOUR INABILITY TO HOST YOUR EVENT. Contact Christina via text at 727.403.7636.**

RESIDENT NAME(S): _____

ADDRESS: _____ EMAIL: _____

TELEPHONE: Home: _____ Work: _____ Cell: _____

DATE REQUESTED: _____ TIME: _____ to _____

NUMBER OF ATTENDEES: _____ (MAXIMUM CAPACITY IS **20** ATTENDEES.)

PURPOSE: _____

DESCRIPTION OF EVENTS: _____

I understand that I have been granted use of the VILLA SERENA CLUBHOUSE COMMUNITY ROOM **ONLY (pool and veranda area are not included)**, 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., because 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 because of the activity. If it becomes necessary to clean the CLUBHOUSE after your activity, the cost will be subtracted from your deposit.
4. The Lawful Resident understands and will not allow illegal activity on the premises. The Lawful Resident and their guests will refrain from loud and annoying activities that may disturb other residents.
5. The available hours to reserve the CLUBHOUSE 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, deck and veranda areas. The guest limit is 20 persons. **Guests are not allowed to use the pool, veranda, deck, or park area at any time.** If any music, games, or activities related to my function infringe upon the comfort of any residents, the residents have the right to ask them to cease. If they continue, immediate expulsion can occur, and the deposit will be forfeited. This may also preclude me from reserving the CLUBHOUSE for future use. Food tables are to be set up inside the CLUBHOUSE. All food and drink are to be consumed within the CLUBHOUSE. No ASSOCIATION owned pool or clubhouse furniture can be moved to the southside covered porch area. No barbecue grills allowed in pool area (inside the gates). NO SMOKING OR VAPING is allowed in the CLUBHOUSE.
6. Glass items are allowed in CLUBHOUSE only.
7. Lawful Resident agrees and understands that the use of this facility is granted for Lawful Residents only and may not be reserved for or on behalf of, non-Villa Serena residents.
8. Lawful Resident will be required to notify all guests on use of the entry card to the CLUBHOUSE. Lawful Resident must be present at the CLUBHOUSE to allow guest access (gates cannot be propped opened and must be left locked at all times).
9. Lawful Resident agrees and understand that all youth MUST be supervised by at least one responsible lawful adult Villa Serena Resident for every ten (10) children at all times. STRICTLY NO ALCOHOLIC BEVERAGES ARE ALLOWED AT ANY FUNCTION WHERE ANYONE UNDER THE OF AGE OF 21 IS PRESENT.
10. The event will not last later than 11 p.m. including cleaning up time.

Resident's Signature

Resident's Printed Name

Check # _____ Received by _____ Date _____

CLEANING CHECKLIST CLUBHOUSE MEETING ROOM – **KEEP THIS CHECKLIST**

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. **You must bring and use your own cleaning supplies.**

Remove all food, crumbs, and debris. Trash bags should not be left at the pool. Trash bags should be taken home and placed in your own trash bin. There is no regular trash pickup at the clubhouse.	
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.	