



Town Center Room Rental Contract

Today's Date: \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** \_\_\_\_\_ a.m./p.m. - \_\_\_\_\_ a.m./p.m.

(There is a five (5) hour time limit on all rentals. Your function must conclude no later than 10:00 p.m. and the building must be cleared of all guests by 10:30 p.m.) In the event a room rental goes beyond the rental hours specified, a \$100 per hour room rental charge will be deducted from the security deposit. This is not pro-rated and is charged in full hour increments.

**Purpose of Rental:** \_\_\_\_\_

**Total No. of Guests:** \_\_\_\_\_

(No. of guests must not exceed room quotas.)

**Resident Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Name/Relationship and Contact # of person(s) for whom function is for:**

Name: \_\_\_\_\_ Relationship to Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

The undersigned, being a bona fide resident (i.e. unit owner or approved tenant) of VillageWalk, requests the exclusive use of:

_____ Hibiscus Room (next to foyer- 60 person maximum- 6 table maximum )	\$125.00
_____ Grand Cypress Room (middle room- 90 person maximum- 9 table maximum)	\$175.00
_____ Grand Cypress/Royal Palm Rooms (100 person maximum -with dance floor)	\$250.00
_____ Hibiscus/Grand Cypress Rooms (150 person Maximum-without dance floor)	\$250.00
_____ Outdoor Gazebo with adjacent lawn area (resident must provide rental chairs for Gazebo and lawn use not to exceed 150 chairs)	\$175.00
_____ Entire Ballroom	\$350.00
_____ Kitchen/Food and Beverage Fee	\$ 50.00
_____ Alcohol will be served at this function.	

**Information on Room Rental Fees:** Rental fees include use of Town Center facilities as there in before stated, i.e., electricity, water, tables & chairs, etc. The main entry hall with fireplace, library, small card room, fitness center, lap pool, swimming pool, tennis courts, and gazebo (unless included in rental fee), are NOT included with any rental. These rooms and facilities remain open for residents' use. All parties must be confined to the room (s) rented. No furniture may be taken outside during an event.

**Room Set Up & Break Down Fees:** The cleaning cost is based on a calculated minimum time Necessary to clean each room, to clean the bathrooms and to clean the kitchen and/or outdoor gazebo area (if applicable), and to reset all tables and chairs for the next event. The minimum time calculation has been provided by management as cleaning will be performed by management employees. **Additional time required for cleaning, where there is an excessive amount of dirt or debris remaining, will be charged against the security deposit at the discretion of the management.** Please initial after reading.

_____ One (1) Room	\$100.00	_____ Kitchen	\$50.00	<input type="checkbox"/>
_____ Two (2) Rooms	\$135.00	_____ Gazebo	\$25.00	
_____ Three (3) Rooms	\$150.00			

**Security Deposit for Damages and Performance:**

Any Room Rental- \$ 750.00

Room (s) will only be reserved for private rentals with a signed contract accompanied by the total rental fees, which include cleaning and security deposit. All monies will be deposited within 48 hours. We DO NOT hold checks. **Security Deposit will be refunded in the whole or in part approximately 15 days after your function at the discretion of the management following cleaning, inspection and determination that the rental did not result in damage/ breakage or that the H.O.A. did not incur any unforeseen costs in regards to this event.** Please initial after reading.

**TOTAL FEES CHARGED FOR THIS FUNCTION:** \$ \_\_\_\_\_

**CANCELLATIONS:** In the event of cancellation by the resident and with the understanding that rentals may not be booked more that (180) days in advance of a function, the security deposit will be refunded in full; however, the rental and cleaning fees will be refunded pursuant to the following schedule:

FUNCTIONS CANCELLED NO LESS THAN

90 days prior to a function	Full Refund
60 days prior to a function	75% Refund
30 days prior to a function	50% Refund
15 days prior to a function	25% Refund
Less than 15 prior to a function	NO Refund

**TERMS OF USE:**

VillageWalk common property, facilities and equipment, owned and operated by the Association, are intended primarily for recreational use by the bona fide residents of VillageWalk on a non-exclusive basis. Bona fide resident is described as an occupant who is either an owner or a registered tenant, i.e. their name is on a current lease/rental agreement or recorded deed. Use of these properties, facilities and equipment may be approved only as stated herein, or as specifically authorized in writing by the management, on a case-by-case basis. In compliance with the association documents, owners leasing their homes are NOT eligible to use the facilities, including renting rooms, DURING THE LEASE PERIOD.

The Town Center facility may only be rented by a current BONA FIDE RESIDENT for private family events such as weddings, birthday parties, anniversary parties, showers, family reunions, etc. Rentals by friends or other non-resident family members are not permitted. The bona fide resident MUST be in attendance at the event and will be held liable and responsible for all that happens on the premises. Please note, there is no charge for authorized functions, such as street parties, street meetings or get togethers open to all homeowners.

The room may NOT be rented for commercial use to conduct private business training sessions or sales meetings for private companies; nor for running businesses or conducting private classes. Any seminar must go through the Activities Office for approval. Sales and information seminars, other than as proposed by the Homeowners Association and/or the Board of Directors, are prohibited. No Town Center property, furniture, or common equipment of any kind shall be removed from the premises.

Children under sixteen (16) years of age must be accompanied by an adult while using the Town Center and all amenities.

Prices for room rentals, deposits and cleaning are subject to change.

**LIMITED USE:**

Rooms are to be rented for social functions only with community affairs to be given priority. The only seminars permitted are those sponsored by the Homeowners Association, Board of Directors, or a Standing Committee.

**PARKING:**

Non-resident parking for all functions is restricted to the east lot (at the car wash) unless other arrangements have been made.

**SET UP, DECORATIONS AND CLEAN UP:**

You are responsible for your own set up and decorations, including centerpieces. ONLY centerpieces, table skirting or freestanding floral or other decorations are permitted. **NO GLITTER, CONFETTI, CANDLES OR OIL LAMPS MAY BE USED.** No decorations are to be taped or nailed to the wall. Use of any material(s) that damages TownCenter property will result in a charge to your deposit. If you are in doubt about any part of your setup and/or decorations, please ask! Please initial after reading.

We allow up to three (3) hours of resident set-up time at no additional charge (based on availability) immediately before your function. Additional time, if available, will be charged at an hourly rate of \$100.00 (this is not prorated and is charged in full hour increments).

**TABLES, CHAIRS, CHINA, SILVER, GLASSWARE:**

Residents must supply their own table coverings (70” round or 6’ Banquet). A maximum of 20 tables and 200 chairs will be provided as follows:

Hibiscus Room	-	6 Tables	-	60 Chairs
Grand Cypress Room	-	9 Tables	-	90 Chairs
Entire Ballroom	-	20 Tables	-	200 Chairs

Residents must also supply their own silver, china and glassware unless other arrangements have been made.

**NO GUM OR SMOKING IS ALLOWED ANYWHERE WITHIN THE TOWN CENTER AT ANY TIME!** If any member of your function is found smoking in the building, your entire party will be required to leave immediately and your security deposit will NOT be refunded.

**ALCOHOL POLICY:**

1. If you have not indicated on the first page of this rental contract that alcohol will be served and alcohol is found to be present anywhere on the premises (including in cars), your entire party will be required to leave immediately and your security deposit will NOT BE REFUNDED.
2. Florida law specifically prohibits the service of any alcoholic beverages to any individual under the age of twenty-one (21) years. Florida law also prohibits the service of any alcoholic beverages to any individual who appears to be in a state of intoxication.
3. No alcoholic beverages are allowed in the hallways or anywhere else outside the rented room (s).
4. No alcoholic beverages are to be served during the last thirty (30) minutes of your function.
5. Sale of Alcoholic Beverages is prohibited.

Please initial after reading.

**SECURITY- EMERGENCY PROCEDURES:**

In the event of an emergency, i.e. accident, injury, physical altercation, etc., you should immediately call 911 and thereafter contact the Town Management. The emergency management phone number for after hours use during your function is (239) 261-3440.

**CHILDREN’S PARTIES:**

Parties involving guests under the age of 18 years must provide one (1) adult for every seven (7) children or fraction thereof for the duration of the function.

**VIDEO AND SOUND EQUIPMENT:**

Microphones, video and sound equipment are not available and must be provided by the Resident at his/her own expense.

**RESIDENT ACCESS, INVITATIONS AND GUEST LIST:**

The Activities Director must have telephone access to the Resident for event-day coordination. The security guard at the front gate must also have telephone access to the Resident to ensure goodwill, safety and traffic flow.

Two (2) copies of the complete guest list must be given to the Activities Office at least one (1) week prior to the event. One list will remain in the Office, the other list will be provided to the guard house. No one will be admitted by the gatehouse that is not on the guest list.

An express term of this contract is that once the rented facilities have been handed over to the resident for set-up or use, no VillageWalk representatives or personnel will be available on site to supervise or assist in any capacity whatsoever. Please initial after reading

I, the undersigned, agree to indemnify and hold harmless the VillageWalk Homeowners Association and Board of Directors, and any employee of VillageWalk and/or their management company, against any and all claims by or on behalf of any person or legal entity arising from resident's use of the premises or from any activity permitted by the residents in or about the premises, and will further indemnify and hold harmless the VillageWalk Homeowners Association and Board of Directors, and any employee of VillageWalk and/or their management, against performances or any actions of the resident's party, and from and against the cost, attorney's fees, expenses and liabilities incurred in or about any claim or proceeding brought thereon.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I undersigned, have read and fully understand the Room Rental policies of the VillageWalk Town Center. I agree to follow those policies as well as any written or verbal instruction from the VillageWalk staff or management. The information I have given on this form is accurate to the best of my knowledge and I understand that no changes may be made with out prior permission from the VillageWalk Activities Director or Town Center Manager.

Total Rental and Cleaning Fees: \$ \_\_\_\_\_ Cash \_\_\_\_\_  
Check No. \_\_\_\_\_

Security Deposit: \$ \_\_\_\_\_ Cash \_\_\_\_\_  
Check No. \_\_\_\_\_

Resident Name (Print Please): \_\_\_\_\_

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Activities Director Name: \_\_\_\_\_

Activities Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Town Center Manager Endorsement:      Recommended      Not Recommended

Town Center Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_