

ISLES AT WATERWAY VILLAGE CLUBHOUSE RESERVATION AGREEMENT FOR A PRIVATE EVENT

All activities for the reservation of the Clubhouse involve the following requirements:

PROPOSED FUNCTION:	
DATE AND TIME OF FUNCTION:	
EXPECTED NUMBER OF GUESTS (Max. Occupancy Cardroom 48):	
RESIDENT RESPONSIBLE FOR RESERVATION:	
RESIDENT ADDRESS:	
RESIDENT PHONE NUMBER:	CELL:
CATERERS' NAME: (IF ANY)	

TERMS AND CONDITIONS OF RESERVATION AGREEMENT

The Clubhouse facilities shall be available to all Isles residents and their guests, subject to the following:

1. Reservations for the use of the facilities must be approved and scheduled by the management office no LATER than 3 days prior to the event.
2. ALL CANCELLATIONS MUST BE MADE WITHIN TWO (2) DAYS OF RESERVATION DATE.
3. This agreement is restricted to the use of the Cardroom, Kitchen, and Bathroom. The Great Room, Pool and Fitness Center are excluded.
4. Personal profit motivated business or sales related activities are NOT permitted. In the event the Board finds this prohibited activity is occurring, the use of the facilities will be immediately terminated.
5. Any vendor/caterer contracted for any event must provide proof of insurance to the on-site administrator along with a health permit, which is also required from all caterers. The aforementioned must be on file with the on-site administrator at least three (3) days prior to the event.
6. A deposit of \$250.00 is required. After the event a representative of the Association will inspect the facility for damages and condition. The deposit will be returned within five (5) days of the event if the facility is left in satisfactory condition. Failure to properly restore the facilities will result in restoration or cleaning charges being deducted from the deposit. Damages in excess of \$250 will be an additional assessment to the resident or owner if the resident is a lessee.
7. The resident using the facilities shall be liable and responsible for the cost, repair and replacement of any Association property that is misused, damaged or stolen while under their care, custody or control. This includes the furnishings in the Clubhouse, as well as damages or loss to any element of the Clubhouse including but not limited to furniture, fixtures, televisions, electronic equipment, and building structure.
8. The resident acknowledges that any supplies or equipment brought into the facilities are the responsibility of that resident. The Association assumes no responsibility for any loss or damage to that equipment or supplies.

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9. The resident using the kitchen facilities will be responsible for the care and cleaning thereof. All provisions contained in the "Guidelines for Clubhouse Use", attached to this reservation agreement must be complied with.
10. Activities are permitted between 10:00 a.m. and 11 p.m. The resident agrees and assumes responsibility to adhere to the county noise ordinance, which restricts noise after 10:00 p.m.
11. The resident is responsible for their conduct as well as the conduct of their guests. Courtesy, decorum, good conduct and safe behavior is required. Loud or disorderly conduct may cause event termination.
12. The Association shall not be liable or responsible for any damages arising from the intoxication of any guests, or for injury or death of anyone. If alcohol is served the resident must present a Special Events Insurance policy or a home owners' insurance Special Events Rider.
13. Smoking or Vaping is NOT permitted anywhere in the Clubhouse.
14. No pets are permitted anywhere in the Clubhouse.
15. Proper attire is required in the Clubhouse. No swimsuits, bare feet or bare chests are permitted. Cover-ups are acceptable.
16. No equipment, furniture, notices or photos on Association property may be removed from the Clubhouse or its surrounding areas.
17. The posting of signs, notices or photos in any common area or on any Clubhouse surface is prohibited, except for one sign on each door advising of the private function.
18. Isles residents and their guests shall be permitted access to the amenities in the Clubhouse Great Room and Bathrooms during an event. Their use of the Card Room and Kitchen is restricted during an event.

I, the undersigned, agree to the above and accept the terms of this reservation agreement.

Resident Signature: _____

Date of Agreement: _____

Deposit Received: Date _____ **Check #** _____

Approval: _____

**ISLES AT WATERWAY VILLAGE CLUBHOUSE
RESERVATION AGREEMENT -
VENDOR INFORMATION**

TODAY'S DATE: _____ RESIDENT NAME: _____

NAME OF FUNCTION: _____

DAY/DATE/TIME OF FUNCTION: _____

RESIDENT HOME/CELL NUMBERS: _____

ATTACH A COPY OF THE VENDOR CERTIFICATE OF LIABILITY INSURANCE NAMING THE ISLES AT WATERWAY HOA, INC. AS ADDITIONALLY INSURED FOR EACH VENDOR. IN ADDITION, HEALTH PERMITS MUST ALSO BE ATTACHED.

ALL REQUIRED FORMS AND PERMITS MUST BE ON FILE WITH THE ON-SITE ADMINISTRATOR NO LATER THAN THREE (3) DAYS PRIOR TO THE EVENT.

VENDOR NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

VENDOR NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

VENDOR NAME: _____

ADDRESS: _____

CONTACT PERSON: _____ PHONE: _____

OFFICE USE:
DATE RECEIVED: _____

TIME: _____

Copies to ARC Choice _____ IWWV Office Manager _____

Revised 8/15/2021

Guidelines For Isles At Waterway Village Clubhouse Use

The following guidelines are provided in order to properly maintain the Isles Clubhouse. They pertain to all activities and gatherings that make use of the Clubhouse, either as a recurring event/activity or as an occasional or single use activity.

- **Furniture**

- 1) If any furniture is moved, including tables and chairs, they should be lifted and carried and not dragged across the floor.
- 2) Furniture should not be pushed up against walls to protect the walls from marking and damage.
- 3) All furniture needs to be moved back to its original location at the end of the function.

- **Adhesives**

- 1) No adhesive contacts, (tape, command strips, etc.) can be used on walls or the interior side of glass doors and windows.

- **Lights Thermostats, TV's**

- 1) All lights, including bathrooms need to be turned off at the end of the function.
- 2) Thermostats need to be returned to 75 degrees at end of the function.
- 3) TVs need to be turned off and programing returned to the original setting.

- **Clean-up**

- 1) All tables, counters, kitchen area and all floors need to be wiped and cleaned at the end of the function.
- 2) All floors need to be vacuumed, swept or mopped and if necessary wiped clean.

- **Trash**

- 1) All trash cans need to be emptied with new liners inserted; additional liners are found in the bottom of the trash can.
- 2) All trash must be removed from the premises or if arrangements have been made trash bags should be securely tied and taken outside and deposited in the trash dumpster.

- **Securing of building**

- 1) At the end of the function the doors to the clubhouse need to be locked and secure.