



**Palm Beach Plantation Homeowners Association, Inc.
HOA CLUBHOUSE RENTAL AGREEMENT**

8751 Palm Beach Plantation Blvd.
Royal Palm Beach, FL 33411
PHONE: 561-204-6566 EMAIL: ASSISTANT@PBPHOA.COM

CLUBHOUSE RESERVATION TERMS

- Clubhouse Rental Fee of \$600.00, **MONEY ORDER ONLY-NO CASH**, is Non-Refundable and due with the signed rental agreement.
- Reservation must be made at least two weeks in advance.
- A Refundable Security/Damage of \$300.00, payable by **MONEY ORDER ONLY -NO CASH**. If the clubhouse is returned in the same condition it was received (i.e., no damage), the security deposit will be returned within thirty (30) days.
- Copy of resident's drivers' license required.
- Clubhouse set-up/decorating cannot begin until 9:00 am on the day of the event.
- Rental period will be a maximum of 12 hours (11am - 11pm), including prep & clean-up time.
- **A rental date is not secure until the contract is signed, the rental fee of \$600 and security deposit of \$300 is received and approved by management.**
- A key card will be provided to the renter for use when the Clubhouse is rented. The key card must be returned to the management office within twenty-four (24) business hours following the event. Loss of this card will result in a \$100 replacement fee. In addition, a key for a cabinet in the kitchen will be provided. This space can be used during your event to secure personal property. The fee for losing the cabinet key is \$50.00.

RULES AND RESTRICTIONS

1. Members HOA Dues must be current in order to rent the clubhouse.
2. The renter must always be present during rental period.
3. **Maximum capacity is 100 people.**
4. All activities are to be kept on the clubhouse grounds.
5. **Clubhouse furniture is not to be removed from the interior of the clubhouse. An additional charge of \$100 will apply if ITEM NO. 5 is not followed.**
6. Renter understands that the clubhouse is in a residential neighborhood. The Renter agrees to respect the peace and quiet of the neighbors in the Community. Music must be kept at a "background" level.
7. The Clubhouse has a **No Smoking** policy. Renter will not permit smoking inside the Clubhouse.
8. Renter will conduct no illegal activity upon the premises and will comply with all applicable laws, rules and ordinances.
9. No birdseed, rice, confetti, silly string, glitter or other substitutes are allowed in the Clubhouse or surrounding premises. **NO** nails, tacks or pins; and 'Stik-Tak' type products are allowed. The Renter should not remove or take down existing Clubhouse decorations.
10. Parking must be kept to the Clubhouse parking lot. Parking is limited and residents reserve the right to use parking at the Clubhouse; therefore, the number of parking spaces available for Clubhouse rental cannot be guaranteed or reserved.
11. Renter and guests **are not** allowed to use the Pool or Fitness Room.
12. Pets are not permitted on the Clubhouse premises.
13. The clubhouse must be cleaned, and all people must **vacate** the facility by **11:00 PM**.
An additional charge of \$100 will apply if ITEM NO. 13 is not followed.
14. Events cannot be open to the public to attend nor be publicly advertised.
15. If trash is not disposed of properly, the entire security deposit will be automatically forfeited.

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Renter agrees to perform the following clean-up, immediately after the event or as agreed with the manager of the Clubhouse.

- Remove all decorations and personal effects.
- Wipe all tables, chairs, and any other clubhouse furniture that was used (sofas, etc.), and return them to their original locations.
- The floors must be swept, and any spots mopped/wiped clean. In the kitchen, wipe the counters, microwave, and refrigerator, if used.
- Put all garbage in bags and place it in the dumpster.
- The Clubhouse must be left secure. All doors (including bathrooms) must be locked (Please DO NOT manually lock the front entrance door from the inside).

If the above is not adhered to, the deposit will be retained and an additional fee of up to \$300 will be assessed. Any additional charges must be paid prior to any refund consideration.

All additional rental equipment is the responsibility of the renter to provide, and Palm Beach Plantation Homeowners Association and its agents will not be held responsible for damage, loss or misuse due to negligence.

Existing damage to the Clubhouse is as noted: _____

The person signing this rental agreement knowingly assumes all responsibility for the Rental and actions of each person in the Rental party.

I, undersigned Clubhouse Renter, certify that I have read the Rental Agreement and agree to the rental terms set forth above and assume responsibility for the enforcement of the Rental Agreement. I do agree to pay for all repairs and damage to the building facilities and/or equipment and/or other Association property resulting from or related to the use of the Clubhouse and to pay the cost to replace and/or repair as necessary any furniture, fixtures, equipment and property that is damaged by such use in excess of the \$300.00 Security Deposit. I understand and agree that any such excess amounts may be assessed against my property in Palm Beach Plantation as an Individual Assessment in accordance with the Association governing documents.

I further agree to indemnify and hold harmless Palm Beach Plantation Homeowners Association, its members, employees, officers, directors and agents, from any and all losses, claims, damages, liabilities, expenses, attorney's fees and costs, and obligations arising out of and related to injury to or death of any person, or damage to or loss of any property occurring as a result of, related to, or in connection with the use of the Clubhouse facilities by me, the Renter, and/or my guests.

Renter's Signature Date

Property Manager or Board Member Signature Date



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CLUBHOUSE RENTAL APPLICATION

SECURITY DEPOSIT: \$300.00, payable by **MONEY ORDER ONLY** - NO CASH. Refundable if Clubhouse, Association property, and equipment are left clean and without damage.

RENTAL FEE: \$600.00- MONEY ORDER ONLY-NO CASH. (Non-Refundable)

All checks are to be payable to Palm Beach Plantation Homeowners Association, Inc. I also concur that I have received the information sheet regarding the regulations for Rental of the clubhouse and any equipment and will abide by them.

Renter's Signature _____ Date _____

DATE OF EVENT _____ TYPE OF EVENT _____

STARTING TIME _____ ENDING TIME _____

NUMBER OF PEOPLE ATTENDING _____ APPROVAL _____

NAME OF CATERER _____ WILL CATERER USE APPLIANCES ____
(Caterer/Owner/Renter is responsible for leaving Kitchen Appliances in clean Order)

WILL MUSIC BE PROVIDED _____ NAME OF MUSICIAN _____

HOMEOWNER IN CHARGE OF EVENT:

NAME _____ ADDRESS _____

PHONE NUMBER _____ EMAIL ADDRESS _____

HOMEOWNER'S SIGNATURE _____ DATE _____

DO YOU HAVE GENERAL LIABILITY INSURANCE: YES No



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Cleaning Checklist - Email to: Assistant@pbphoa.com

The Association wishes that you experience an enjoyable atmosphere at your event. The Clubhouse has been cleaned and maintained to enhance your event. If you arrive at the Clubhouse and discover existing damage prior to your use of the Clubhouse, please immediately send an email to assistant@pbphoa.com and manager@pbphoa.com and include pictures. By not contacting management, you are accepting the responsibility of the existing condition/damage.

This complete Clubhouse use checklist must be signed and delivered to the clubhouse when returning the key to the management office before your deposit can be refunded.

Check In Checklist (Please check one or more as needed):

- ☐ The kitchen was not clean, or appliance is not working.
- ☐ The main area was not clean.
- ☐ The restrooms were not clean.
- ☐ The following items were damaged or missing: _____
- ☐ Other problems: _____
- ☐ Or
- ☐ No problems. The clubhouse was in good condition and ready for rental.

Check Out Checklist (Please check each item off as you clean after your event, add notes as needed):

- ☐ Floors swept and mopped
- ☐ Kitchen cleaned, including sink, refrigerator, and counters
- ☐ Faucets shut off
- ☐ All decorations brought for my event have been removed
- ☐ Trash has been deposited in the dumpster located in the parking lot
- ☐ All furniture is its original placement
- ☐ Restrooms are clean, working, and undamaged
- ☐ Lights turned off
- ☐ Thermostat returned to original temperature
- ☐ Management notified of any damage or cleaning issues

I am / am not (please circle one) leaving the Clubhouse clean and in good condition and it is in condition to be rented immediately by a fellow homeowner.

Signed

Printed Name

Date

PBP HOA Use Only:

Recommended refund (YES/ NO): Amount\$: _____

___ If not, why: _____

Name, Signature, Date:

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Please initial acknowledgement after each statement

A non-refundable rental fee of \$600.00 made payable to Palm Beach Plantation HOA is required upon the signing of this reservation request. A cancellation fee of \$100.00 is subject to deduction from security/damage deposit if cancellation is made less than ten (10) days prior to rental date. _____

A refundable security/damage deposit of \$300.00 is required on the date of scheduling your event. This deposit will be deposited along with the rental fee. Failure to submit the security/damage deposit will cancel this event. Deposits will be returned approximately 30 days after event following room inspection. NO EXCEPTIONS. _____

All doors must not be left open for extended periods of time at any time. _____

No tables or chairs may be placed against the walls in the ballroom. _____

Heavy items must not be dragged across the floor, as this may cause scratches or damage. Proper equipment must be used when moving heavy items. _____

Reservations must be made by, and event must be attended by homeowners. Homeowners acknowledge responsibility for the actions of his/her guests and all vendors attending event. Only the homeowner can reserve the ballroom (friends and family CANNOT rent the ballroom) _____

Furniture in ballroom and clubhouse may not be moved and is subject to a \$50.00 replacement fee deducted from the security/damage deposit. _____

Tape, wall tacks and candles are prohibited. Tablecloths and table decorations are permitted. Music is permitted at reasonable decibels. _____

You will be notified by the security guard to start wrapping up your event. An additional \$100.00 per hour is REQUIRED and there are NO EXCEPTIONS. _____

Homeowners are responsible for sweeping and mopping the floors to the same condition received (Owners are responsible for bringing in their own cleaning supplies) _____

Decorations must be removed including balloons immediately after event. _____

No Bulk trash is allowed in the dumpster only bagged garbage; bulk items are to be taken to your home for you to order a bulk trash pick-up. _____

The Clubhouse must be left secure at all times. All doors must be locked, including the bathrooms. Do not lock the front entrance door from the inside. The front door must be locked from the outside using the keycard. Failure to follow these instructions will result in the security deposit not being returned. _____