

Lake of the Woods Homeowners Association, Inc.

Application for use of the Recreation Center Private Events or Gatherings

Date Requested: _____ **Hours:** _____

Number of Attendees: _____ Type of Social Activity: _____

Name: _____

Address: _____

Phone Number: _____

Email Address: _____

Facility Requested: **(Circle One)**

Auditorium

Card Room

INDEMNIFICATION: By signing this agreement, the homeowner/renter agrees to indemnify and hold harmless the Association, it's officers, directors, agents, employees, and assigns, against all liability, claims and judgments or demands for damages arising in any manner from any event or gathering that the owner/renter intends to hold, holds or participates in at the clubhouse/auditorium/card room facilities, including those related to accidents to persons or property, and the homeowner/renter will defend any and all suits or claims that may be brought against the Association on account of such event or gathering. The owner/renter shall reimburse the Association for any expenditures that the Association may make by reason of such event or gathering.

I have read and agree to abide by the accompanying directive, for use of the clubhouse/auditorium/card room for private events and gatherings.

Signature: _____ **Date:** _____

Homeowner/Renter

NOTE: The Auditorium or Card Room may be reserved for exclusive use by residents and non-residents for private social and business activities any day of the week between 10:00 AM and 9 PM. Rental after the hours the facility is normally open will be subject to the **After Hours Fee** but may only go till Midnight.

****Renters are responsible for cleaning and removing all items day of event****

LAKE OF THE WOODS HOMEOWNERS' ASSOCIATION INC.
 USE OF RECREATION CENTER AUDITORIUM OR CARD ROOM
 FOR PRIVATE SOCIAL AND BUSINESS ACTIVITIES

PLEASE READ AND INITIAL EACH SECTION BELOW.

1. ____ The Auditorium or Card Room may be reserved for exclusive use by residents and non-residents for private social and business activities any day of the week (excluding Mondays during winter hours) between 10:00 AM and 9 PM. Rental after the hours the facility is normally open will be subject to the **After Hours Fee** but may only go till Midnight as stated below.
2. ____ All requests for auditorium/card room use shall be submitted in writing (See Application Form) to the Lake of the Woods Homeowners Association Business Office. The Association Manager or the Office Manager may authorize use if the application is in accordance with these guidelines and upon availability.
3. ____ After the approved activity is completed, and no damage to the Recreation Center has occurred, the deposit check is returned to renter within three business days.
4. ____ Usage charges: (Deposit reserves date) Please submit two checks. One for the deposit and one for the usage fee.

Deposit	Auditorium	CardRoom	Auditorium Half Day(5Hrs)	Card Room Half Day(5Hrs)
1. Resident Renter	\$250.00	\$100.00	\$150.00	\$50.00
2. Non -Resident Renter	500.00	250.00	250.00	150.00
Usage Fee- Resident	100.00	25.00	50.00	12.50
Usage Fee -Non-Resident.	500.00	75.00	250.00	37.50
After hours Fee	50.00/hour	50.00/hour	50.00/hour	50.00/hour
Cancellation Fee -Resident	100.00	25.00	100.00	25.00
Cancellation Fee -Non-Resident	250.00	75.00	250.00	75.00

5. ____ The cancellation fee shall be assessed if rental is canceled within 10 days of the scheduled event.
6. ____ The renter is responsible for cleaning the facility and returning it to its condition at the time of use. This includes but is not limited to vacuuming, cleaning all areas used, i.e., bathrooms, kitchen, floors, etc. LOW Staff shall be responsible for set up and break down of any chairs and/or tables used in the activity. If the activity is scheduled beyond regular operating hours, an After Hours Fee will be charged. Auditorium activities shall terminate no later than twelve o'clock midnight with the facilities cleaned and locked by 12:30 A.M. Violation of contracted time may result in forfeiture of any deposit refund. If the Auditorium, Card Room, hallways, kitchen, etc. are not returned to a satisfactory original condition, the renter shall be subject to an additional house-keeping fee, levied at the discretion of the LOW management. Any such charges shall be deducted from the deposit or paid directly by the renter.

7. ___ Renter shall be responsible for placing all garbage, drink cans and other trash in the trash cans located in the Auditorium, at the end of the activity.
8. ___ The renter shall be responsible for the conduct of his/ her guests and be liable for any damages to the Recreation Center which results from the participation of the renter and guests in the scheduled activity. Renter hereby agrees to pay for any damage to the equipment or facilities, to be deducted from the deposit and any excess there-of to be paid directly by the renter.
9. ___ Renter must be present during the activity and accompany the Lake of the woods Homeowners Association staff member prior to and after the activity for pre and post inspection of the facility. A check list provided for this purpose shall be signed by both the staff member and the renter. Refund of any funds from the deposit shall be made within three days of the scheduled event.
10. ___ No decorative items or furniture shall be moved without the approval of management, and if approved, shall be moved by the LOW staff person. Decorations may not be attached to the ceiling fans. **No lit candles are allowed ever.**
11. ___ No rice or confetti may be thrown at wedding receptions, but bird seed is permitted outside the facility.
12. ___ Private use of the facilities is restricted to the auditorium, kitchen (if requested) access hallways and restrooms. Guests may not utilize other areas of the recreational complex nor in any way interfere with the normal function of the facilities or homeowners' utilization of the facilities.
13. ___ Misrepresentation as to usage may result in immediate termination of activity, evacuation of the facility and forfeit of deposit as well as consideration for future use.
14. ___ Attendance at an auditorium activity shall be limited to **110 persons**.
The parking lot is for community wide use and not limited to any function being held at auditorium. We encourage you to make carpool arrangements or arrangements with residents for temporary use or driveways or end of street parking, as space is limited. Illegally parked vehicles are subject to fines and/or being towed at owner's/renter's expense.
15. ___ **The Lake of the Woods facility is a smoke-free and drug free facility. No fireworks or firearms are permitted. No Alcoholic Beverages may be sold on the premises.**



CLUBHOUSE RENTAL

RULES & GUIDELINES

ADDENDUM

Event Date: _____

Rental of Auditorium Does Not Include use of the Following:

Recreation Facilities:

- Pool Tables
- Ping Pong Tables
- Exercise Room Facilities
- Card Room
- Swimming Pool Deck

Auditorium Facility:

- Stage
- Sound System
- Movie Screen
- Piano

Decorating Items that are NOT permitted:

- Decoration may not be attached to Ceiling Fans
- Glitter, confetti, or rice, cannot be used in the Clubhouse or lit candles of any size
- Nails, thumbtacks, pins, staples, or tape of any kind cannot be applied to walls, woodwork, or Sliding Glass Doors.

Clubhouse pictures or wall coverings fixtures or furnishings cannot be removed.

I have read the above rules and agree to them. Any violation will result in immediate termination of your event and forfeiture of all deposits and rental fee.

Signed	Printed Name	Date
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Renter must be in current on their monthly assessments, and in good financial standing.

LOW Management will review agreement to ensure compliance with community standards and reserves the right to deny rental at their discretion.

Staff Member: _____ Manager Approval / **Denied** _____

Lake of the Wood Homeowners Association. Inc.
300 Carolwood Point
Fem Park, FL32730

Auditorium/Card Room/Lobby- After Party Check List-To be completed and signed

Auditorium/Card Room/Lobby

- _____ Decorations removed
- _____ Vacuum entire area
- _____ Mop tile floor
- _____ Check for **spots** on carpet
- _____ Check dance floor for damage

Bar Area

- _____ Counters wiped off
- _____ Floor mopped

Kitchen

- _____ Counters wiped clean
- _____ Sink cleaned out
- _____ Stove wiped clean
- _____ Food removed
- _____ Refrigerator wiped down
- _____ All garbage and debris removed

Hallways

- _____ Mop tile floor
- _____ Pick up all debris

Bathrooms

(Sinks and counters)

- _____ Wiped down
- _____ Pick up all debris

Parking Lot and Common Area

- _____ Pick up all debris
- _____ Clean all ashtrays

Damages: _____

Comments: _____

Signature: _____

Owner/Renter

Name: _____

Phone Number: _____

Employee Sign: _____

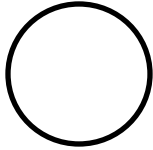
Time Ended: _____

DEPOSIT REFUND: YES NO _____

MAIL PICKUP

STAGE

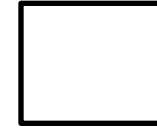
TABLE SIZES AND QUANTITY AVAILABLE



12 Available - 60"



16 Available - 71.5" x 30"



15 Available - 34"x34"

BAR

ENTRANCE

KITCHEN
