



Boca Gardens HOA Inc



9551 Boca Gardens Parkway, Boca Raton, FL 33496 ~
Telephone: 561-852-4403 Fax: 561-852-1635 Email: bghoa9551@gmail.com

CLUBHOUSE RENTAL APPLICATION

1. This application must be fully completed and given to the Boca Gardens Office 15 days prior of function/event date.

2. Make checks or money orders payable to Boca Gardens HOA
 - a. A check or money order for Clubhouse rental amount of \$100.00 and a check or money order for deposit in amount of \$325.00.



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Rental Fee: _____ Paid: _____ Date and amount of Check or Money Order

Security Deposit: _____ Paid: _____ Date and amount of Check or Money Order

Date of Party: _____ Start Time: _____ End Time: _____

Type of Party: _____ Number of Guests: _____

***NOTE: At no time shall the total time of the party exceed FIVE (5) hours. Does not include set-up and clean-up. Arrangements may be made with Management for set-up the night before if required.**

Clubhouse Party Room Reservation Contract

Today's Date: _____

Unit Owner: _____

Unit Address: _____

Home Phone: _____ Work Phone: _____

- Us of the clubhouse is restricted to groups of 210 people or less as required by Palm Beach County Fire Code.
- The clubhouse may only be used by a Boca Gardens Homeowner Association member, hereafter referred to as "user", for a private function. Members must be current in all fees and assessments due to the Association.
- The clubhouse may be rented only by an individual who is actually using it for the particular function. Neither a Boca Gardens homeowner nor renter may "sponsor" a non-resident who will be the actual user.
- **Will anyone under 21 years of age be attending _____ yes _____ no (check one).**
No alcoholic beverages may be consumed on the premises if "yes" is checked above unless exempted in writing by the board of directors. Unless exempted the Association will require, at its discretion, a security guard which will be provided by the Association at the user's expense. If the user is intending to serve alcohol, the rental agreement must be accompanied by a certificate of insurance from the homeowner's insurance carrier listing Boca Gardens HOA as an additional insured on the policy for the date of the event.
- The Association or the Management Agent shall exercise the right of authorization or denial of the use of the clubhouse.
- Request for rental clubhouse must be submitted to the Management Agent at least 15 days prior to the scheduled activity.
- Use of the clubhouse will be considered confirmed upon signature of the user agreement by both parties and receipt by the Association of the rental fee and security deposit. All checks or money orders must be made payable to Boca Gardens HOA. Total cost is **\$425.00** in the form of two checks. One (1) for **\$100.00** for the rental and one (1) for **\$325.00** for the security deposit.
- If the rental needs to be cancelled please notify the Boca Gardens HOA office at least 72 hours before the event to avoid a possible **\$25.00** cancellation fee.

- An insufficient fund fee of **\$30.00** for each returned check.
- The clubhouse must be vacated with all exterior doors and windows locked and air conditioner thermostat set at 75. The clubhouse must be cleaned, including bathrooms before leaving the premises.
- **The swimming pool, pool deck, tennis court and gym are not part of the rental and are not to be used during the event.**
- No animals are permitted in the clubhouse or surrounding area.
- Smoking is prohibited in the clubhouse.
- The homeowner renting the clubhouse must be on the premises at all times during the period of the authorized use.
- The security deposit will be held until the Management has determined that there are no violations of the rules and regulations or damage to the clubhouse, the furniture, the carpet the restrooms, fixtures and surrounding areas.
- Any refundable portion of the security deposit shall be returned by the Association within thirty (30) days after the use of the clubhouse.
- An additional assessment will be made if the cost of repairs and/or cleaning exceeds the security deposit, and such assessments will be due and payable upon notice to the user. Failure to pay these fees will result in legal action.
- No user shall permit persons under the age of eighteen (18) years of age to use or occupy the clubhouse without on-site supervision of a suitable number of persons twenty-one (21) years of age or older.
- The stove is for keeping foods warm only. **No cooking is permitted.**
- All chairs and tables must be put away at the end of the party.
- The Association reserves the right to withhold the \$325.00 deposit for any damage to the clubhouse area, no matter how small. This area includes: The clubhouse, pool area, parking lots and grass surrounding the clubhouse hallways and screened in areas. Any damage to these areas will forfeit the deposit. The area must be cleaned to Management's satisfaction or the deposit will not be refunded.

HOMEOWNER SIGNATURE

DATE

BOARD SIGNATURE

DATE



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HOLD HARMLESS AGREEMENT

I _____ shall indemnify, hold free and harmless, assume liability for and defend Boca Gardens HOA, its affiliates, agents, servants, employees, officers, and directors from any and all costs and expenses including but not limited to, attorney's fees, reasonable investigative and discovery costs, court costs, and all other sums which Boca Gardens HOA, its affiliates, agents, servants, employees, officers and directors may pay or become obligated to pay on account of any, all and every demand for, claim and assertion of liability, or claim or action founded there-on, arising or alleged to have arisen out of the use of real or personal property belonging to Boca Gardens HOA, its chartered affiliates, agents, servants, employees, and directors, or by any action or omission by Boca Gardens HOA, its members, agents, servants, employees, officers, or directors.

I further agree that any damage caused to the inside of the Clubhouse including walls, carpet, windows, fixtures, bathrooms, sinks, and kitchen area is solely my responsibility to pay for if such is needed.

Property Address _____

Date _____

BOCA GARDENS OFFICER SIGNATURE

OWNER SIGNATURE

PRINT NAME AND POSITION

PRINT NAME

