

# PRISTINE PLACE CLUBHOUSE RENTAL AGREEMENT

Reserved By: \_\_\_\_\_

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

Phone Number: Cell \_\_\_\_\_ Home \_\_\_\_\_

Email: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Rental Time: \_\_\_\_\_ to \_\_\_\_\_

Rental fee: \$200 Check # \_\_\_\_\_ Security Deposit: \$200 Check # \_\_\_\_\_

Homeowner's Insurance Co. Name \_\_\_\_\_

Homeowner's Insurance Co. Policy # \_\_\_\_\_

**You must include a copy of your insurance showing coverage as described on page 2**

Your rental is not confirmed until the completed rental agreement, and applicable checks, are received by the rental coordinator. It is the responsibility of the renter to contact the rental coordinator for delivery of completed paperwork and for contacting the rental coordinator, prior to the event, to arrange for review of the clubhouse and to obtain the keys for the event.

The reservation only applies to the main clubhouse room and does not include the swimming pool, tennis court, or exercise room.

The security deposit is refundable after inspection by the Rental Coordinator verifying all terms of the agreement have been met and all items on the Rental Checklist have been completed. If terms are not met, or damage is identified following your event, the deposit will be forfeited. Additional Charges may apply if any repair and/or replacement to Pristine Place property is more than the deposit fee.

The Elgin gate and clubhouse entrance door will be opened 2 hours before your event, to allow you time to set up, and will be closed 30 minutes after the end time of your event.

Resident's Initials

## **Insurance**

The resident must include homeowner's insurance information above. The insurance policy must have limits of liability equal to Pristine Place Liability (\$1 million, but not less than \$300,000) This will be the primary insurance coverage for your event and will protect Pristine Place HOA from any legal liabilities arising out of the renter's use of the property.

If your event involves hired entertainment or other vendor services, those hired must furnish proof of their own liability coverage equal to Pristine Place Liability as described above.

## **Liability Release Statement**

I \_\_\_\_\_ (resident's name) release Pristine Place Homeowners Association Inc (HOA), as well as its directors and officers, of any and all liability for injuries and damages incurred by myself, my family, and my invited guests during the period of my event including initial set up and clean up. I will not place any chairs or tables in front of exits and will accept any and all liability for my actions, and those of my guests, while using the clubhouse.

I will maintain the hall capacity and Fire Marshall Occupancy Rules by limiting attendees to 104 people (with chairs/tables) or 210 (with chairs only) and abide by the fire laws of HCFD

No outside furniture will be brought into the clubhouse.

I, the undersigned, agree that I will be in attendance the entire time of this event.

## **Decoration Limitations/Rules**

No decorations of any kind will be placed on the ceiling

No confetti, glitter, sparkles, or any such decorative material will be used. No thumb tacks, tape, nails, or adhesive of any kind will be used on the walls. No food or drink will be consumed or served in the Lobby.

I will complete all the post rental checklist items.

I acknowledge that I have read this Pristine Place Rental Agreement and will abide by the conditions set forth.

Resident Signature and Date

Rental Coordinator Signature and Date

\_\_\_\_\_

\_\_\_\_\_

# Pristine Place Clubhouse Rental Checklist

The resident is responsible for completing all the following items to ensure the property is returned to the condition it was prior to the event

- \_\_\_\_\_ All Food, Beverages, and remnants from the event have been removed from the refrigerator, microwave, freezer, and oven.
- \_\_\_\_\_ Counter tops, microwave, and refrigerator have been cleaned of all spills.
- \_\_\_\_\_ All chairs and Tables are wiped down and placed back in the storeroom
- \_\_\_\_\_ Chairs are stacked no more than ten (10) high and tables are properly stored
- \_\_\_\_\_ Carpet and floors in the banquet room, library, restrooms, and hallway are vacuumed
- \_\_\_\_\_ Spills on flooring are completely wiped up.
- \_\_\_\_\_ Trash from banquet room, library, kitchen, and restrooms have been removed and placed in trash receptacles outside the back-exit door
- \_\_\_\_\_ The "Private Party" sign has been returned to the library
- \_\_\_\_\_ All decorations and personal items have been removed
- \_\_\_\_\_ All doors to the banquet room are secured
- \_\_\_\_\_ Keys to the banquet room returned to rental coordinator no later than 10am on the day following the event
- \_\_\_\_\_ The security deposit has been returned to the Resident
- \_\_\_\_\_ The security deposit has been held due to damage or non-compliance with the above

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

Rental Coordinator Signature \_\_\_\_\_ Date \_\_\_\_\_

## **PRISTINE PLACE CLUB HOUSE RENTAL**

Club house rental contacts:

Coordinator, Janet Fehlhaber 352 238-0097  
Team Member, Doris Perez 352 325-1493  
Team Member, Laura Peters 352 610-9388

### **Only residents of Pristine Place may rent the club house**

Before completing forms, call the Rental Coordinator to determine if the date you wish to book is available.

Your reservation is not confirmed until the completed forms, accompanying checks, and copy of insurance are received by the coordinator.

The week prior to your event you must contact one of the coordinator/team members to schedule a walk-through of the clubhouse and obtain key to the banquet room.