



WEKIVA HUNT CLUB COMMUNITY ASSOCIATION, INC.

RESERVATION FORM & RULES FOR USE OF COMMUNITY CENTER ROOM

Maximum 35 guests

RESIDENT _____ ADDRESS _____

PHONE (H) _____ CELL _____ EMAIL _____

DATE OF EVENT _____ TYPE OF EVENT _____

HOURS RESERVED: FROM _____ TO _____ (INCLUDES SETTING UP & CLEANING UP)

FEE: \$10.00/hr (4 hour minimum) (non-refundable)

REFUNDABLE DEPOSIT: \$100 (Separate check, please)

(It is the responsibility of the renter to report damage of equipment and/or furnishings. The Manager, Board Member or staff member will inspect the area after an event. If damage occurs to equipment or furnishings, the actual cost to replace or repair equipment or furnishings will be the sole responsibility of the renter)

(The above fees and charges may be subject to change)

Owner's Signature _____ Date _____

Application: Approved _____ Disapproved _____

Manager's Signature _____ Date _____

Key Issued _____ Date _____ Key returned _____ Date _____
Signature of Resident Signature of Mgr/BOD/Staff

Copy of Driver's License _____ Copy of Residents' Insurance _____

07/02/14

197 N. Hunt Club Boulevard, Longwood, FL 32779
Telephone (407) 774-6111 Fax (407) 774-2470
Email: whcca@earthlink.net

WEKIVA HUNT CLUB COMMUNITY ASSOCIATION, INC COMMUNITY CENTER RULES

1. NO SMOKING
2. ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED
3. NO UNAUTHORIZED REMOVAL OF ASSOCIATION ITEMS.
4. LOSS OR DAMAGE OF INVENTORIED ITEMS WILL BE THE RESPONSIBILITY OF THE RESIDENT RENTING THE ROOM TO REPLACE OR REPAIR
5. AVAILABILITY IS ON A FIRST-COME, FIRST-SERVED BASIS
6. FACILITY IS FOR NON-COMMERCIAL USE ONLY
7. NO POLITICAL GATHERINGS OR RELIGIOUS SERVICES ALLOWED
8. NO FOOD IS TO BE STORED ON THE PREMISES
9. ALL PARTIES INVOLVING PEOPLE UNDER THE AGE OF 21 MUST HAVE TWO (2) ADULTS IN ATTENDANCE
10. DEPOSIT AND PAYMENT FOR RENTAL OF ROOM MUST BE PAID BEFORE USE
11. LOCKUP/CLEANUP IS THE RESPONSIBILITY OF USERS:
 - REPLACE TABLES AND CHAIRS AS FOUND
 - SWEEP AND MOP FLOORS
 - TURN OFF ALL LIGHTS
 - RAISE A/C TO 80°
 - BAG AND REMOVE ALL GARBAGE FROM PREMISES
 - MAKE SURE ALL BLINDS ARE OPEN AND DOORS ARE LOCKED
12. ALL PARTIES MUST VACATE THE PREMISES BY **9 PM**

The community center is available for resident's private parties. There is a rental fee and a refundable deposit required. The resident must complete and submit the "Community Center Reservation form", pay the rental fee and the \$100 deposit, and submit a copy of the resident's insurance and driver's license to have a date reserved.

The deposit will be returned upon returning the key and acceptance by the manager/board member or staff member that the community center has been left in a neat and clean condition. The renter is liable for the actual cost of all damages to the community center during their rental function.

THE ASSOCIATION WILL ASSUME NO LIABILITY ON THE PART OF THE WEKIVA HOMEOWNER DUE TO NEGLIGENCE.

FAILURE TO COMPLY WITH THE ABOVE RULES WILL PROHIBIT RESIDENT FROM FUTURE USE.
ONLY WEKIVA RESIDENTS ARE ALLOWED TO RENT THE COMMUNITY ROOM!

Vendors must have the following insurance and limits	
General Liability	Per Occurrence - \$1,000,000
General Aggregate	- \$2,000,000
Products/Completed Operations Ag.	- \$2,000,000
Personal / Advertising Liability	- \$1,000,000
Medical Payments	- \$5,000
Auto Liability	All Owned Autos - \$1,000,000
Workers Compensation	- \$100,000
	\$100,000
	\$100,000
Inflatable Party Items are not allowed.	

Resident Signature of acceptance of above-listed terms _____