

The Lakes at Tradition Homeowners Association, Inc
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Port St. Lucie, FL 34987
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Clubhouse Reservation Request Form

NAME _____ DATE _____

ADDRESS _____

TELEPHONE: DAY _____ EVENING _____

I wish to reserve the Lakes at Tradition Clubhouse for the following:

DATE _____ TIME _____

EVENT DESCRIPTION _____

IS THIS A RECURRING EVENT? YES NO

IF SO, PLEASE NOTE FREQUENCY OF RECURRENCE _____

WILL PRODUCTS OR SERVICES BE ADVERTISED? YES NO

WILL PRODUCTS OR SERVICES BE OFFERED FOR SALE? YES NO

WILL THERE BE A FEE CHARGED TO ATTEND? YES NO

WILL FEES CHARGED BE LIMITED TO DEFRAYING EXPENSE? YES NO

WILL THERE BE A PROFIT GAINED? YES NO

WILL THERE BE GUESTS FROM OUTSIDE THE COMMUNITY? YES NO

LENGTH OF TIME (circle one) 4 Hours 8 Hours

APPROXIMATE NUMBER OF PEOPLE ATTENDING _____

By signing this Reservation Request Form, I understand that I will be responsible for making certain that the portion of the facility I have reserved is left in the same condition by the end of my rental period. _____ (initials)

I understand that there is no smoking allowed in any indoor area of the Village Center. _____ (initials)

I understand animals of any kind or size are prohibited. _____ (initials)

I understand music must be contained to the inside of the Clubhouse and kept at a level as not to cause a nuisance. _____ (initials)

I understand use of the Pool, Pool Area, Fitness Center or other recreation amenities is not included in this use agreement. _____ (initials)

I understand this use agreement is for the internal use of the Clubhouse. No outside activities are allowed including tents, displays, games, blow up activities, etc. _____(initials)

I understand that there is a \$500 damage deposit required, out of which an inspection and trash removal fee will be deducted if any clean up is required. If there are expenses in excess of the damage deposit, the undersigned Homeowner will be responsible. _____ (initials)

INDEMNITY

The member(s) understand, acknowledge and agree that they may not restrict, interfere or obstruct any other known member from the use of the facility at any time. The member(s) also acknowledge that they are fully responsible for the maintenance of the facility during the term marked above. I agree and fully indemnify and hold harmless the HOA, its Board of Directors and all other members from acts, suits, negligence, damage or personal injury which are the result of action by themselves or their guests, whether intentional or unintentional.

SIGNED _____ DATE _____

FOR OFFICE USE ONLY:

\$500 Deposit Received by _____ Check Number _____

Use Fee Received in the amount of \$ _____ Check Number _____

APPROVED BY _____ DATE _____

INSPECTED BY _____ DATE _____

DEPOSIT IN THE AMOUNT OF \$ _____ RETURNED _____, 20__

The Lakes at Tradition HOA

Facility Rental

Lakes at Tradition common property, facilities, and equipment owned or operated by the Association are intended primarily for recreational use by the bona fide residents of Lakes at Tradition on a non-exclusive basis. Use of these properties, facilities, and equipment use may be approved only as stated herein, or as specifically authorized in writing by the Management Company, on a case-by-case basis. **Owners or Members leasing their homes are not eligible to rent the facilities.**

The applicant must be in attendance at the event and will be held liable and responsible for all that happens on the premises.

No property, furniture or common equipment of any kind shall be removed from the premises or taken out of the rooms where they are located.

The multi purpose room may be used for organized community events and private parties; however, there will be no commercial functions or non-resident rentals.

AVAILABILITY CRITERIA:

Reservations will be made through the Association's community manager and will be made on a first-come, first serve basis. Reservations are available to The Lakes at Tradition residents only, and must be **made not less than 7 days in advance**. Residents will need to complete an application and pay a security deposit and rental fee. The reservation will be placed on the calendar only after receipt of the completed application, use fee, and deposit. The resident making the reservation must be present during the entire event.

The multi purpose rooms will NOT be available for private parties on the following days:

New Year's Eve	New Year's Day
Easter	Independence Day
Labor Day	Memorial Day
Halloween	Thanksgiving Day
Christmas Eve	Christmas Day

Applications for the exclusive use of a multi purpose room shall be classified into one of the following categories for the purpose of use, priority, and the application of rental charges:

Association sponsored events – Board Meetings, Community parties, Seasonal events

Committee Activities – Social Clubs, Neighborhood gatherings, Organizational meetings

Private Rentals – Birthdays, Anniversaries, Weddings**, Showers.

RENTAL FEES (For Private Rentals):

4 Hours	\$250
8 Hours	\$500

Damage Deposit: A \$500 (refundable) deposit is required. This fee will be deposited and will be returned to applicant within 10-15 business days of passing inspection of the premises. Any costs for repair, cleaning and trash removal necessary after inspection will be deducted from deposit prior to disbursement of funds.

**Weddings – Weddings and receptions may only be scheduled for Lakes residents or immediate family member. Weddings reservations are for a full day rental. The fee for all weddings is \$1000 with a \$1000 refundable deposit. The fees will be deposited and the deposit fee will be returned to applicant within 10-15 business days of passing inspection. Any costs for repair, cleaning and trash removal necessary after inspection will be deducted from deposit prior to disbursement of funds.

CATERERS, DISC JOCKEYS, ETC:

The Association must be provided with a copy of the vendor's license and insurance prior to the event.

RENTAL APPLICATION:

An application must be completed for any private rental. The application along with the deposit and use fee must be submitted to the office no later than seven (7) days prior to the rental date.

RESPONSIBILITY:

Any resident who leases a multi purpose room is responsible for setting up and arranging the room for his/her function, which includes setting up tables and chairs and returning such property, facilities or equipment in the same condition as when rented. It is the resident's responsibility to pick up a key from the office no earlier than 48 hours prior to the scheduled event and return the key to the office the first business day following the event. It is the resident's responsibility to ensure that the Clubhouse is cleaned, including the removal of garbage, after use. All cleaning supplies must be provided by the applicant. If problems with the facility are found PRIOR to the event, it is the resident's responsibility to notify security of the problem and, if possible, document the problem for Management's review.

GUEST LISTS:

Any resident who leases the multi purpose room must supply the guardhouse with a list of guests expected to attend and a contact number where they can be reached for additional verification if needed. If the applicant cannot be reached, any guest who is not on the list will be turned away.

RESTRICTED ACTIVITIES

Use of the pool is not included with any rental agreement. Live animal demonstrations are not permitted. Any outside display / activities must be approved by the Board.

CANCELLATION:

Cancellation of an application may be initiated by the applicant, the Board of Directors or the Association's manager. The Management office must be notified of any cancellation no less than 48 hours prior to the event in order to have the use fee reimbursed.

LIABILITY:

No high risk activities, as determined by the Association or its manager, will be allowed to be conducted in the Club House or on any common property or facilities. The liability for any personal injury and/or property damage resulting from improper or unauthorized use of the multi purpose rooms, or any property, facilities, or equipment by any resident or his/her guests is the responsibility of the renting party. The owner applicant is responsible for all tenants and guests complying with these Rules and Regulations.