

**Portofino Shores
Property Owners Association, Inc.
Clubhouse Rental Agreement**

This use, Indemnification and Waiver Agreement (“Agreement”) is entered into by and between the Portofino Shores Property Owners Association (“Association”) and (“Resident/s”).

NAME OF RESIDENT/S: _____

ADDRESS: _____

PHONE NO. _____ ALTERNATIVE NUMBER: _____

DATE OF EVENT _____ TIME OF EVENT: _____ AM/PM TO: _____ AM/PM

TYPE OF EVENT: _____ NUMBER OF ATTENDEES: _____

HOW WILL FOOD BE PROVIDED (i.e., catered, brought from residence, etc.): _____

WILL ALCOHOL BE SERVED: _____ Y/N

NUMBER OF MINOR ATTENDEES: _____

A security deposit of \$500 must accompany this application and will be cashed upon approval. If the clubhouse is left in acceptable condition, no damage or loss has occurred and there have been no infractions of the rules and regulations as deemed by the Property Manager’s inspection, the security deposit will be fully refunded within thirty (30) days after inspection.

The entire building is NO SMOKING at all times! This is to include front entrance of clubhouse. The only area allowing smoking is outside adjacent to maintenance pen with all cigarette butts placed in the provided container.

Owners in good standing (and their tenants) may rent use of the clubhouse for a private event, (such as bridal or baby shower, anniversary, birthday, reunion, etc.).

Rental agreement is for the use of the clubhouse only and does not include use of the pool, gym, yoga room or other recreational facilities.

Doors are not to be left open under any circumstance.

Signature: _____

Date: _____

RULES:

The Resident must attend the function from beginning to end. The Resident reserving the Clubhouse will have exclusive use of the party room only. Guests may NOT use the pool, pool area equipment, yoga or the exercise rooms.

Pool may not be reserved for a party at any time.

Party limited to 50 or less.

Furniture should NOT be rearranged or removed.

Thrown rice, birdseed, glitter, and all types of confetti are prohibited at the clubhouse.

Only flameless candles can be used.

Clubhouse not to be reserved for business (i.e., Amway), fund raising, club or religious meetings.

All functions must end before 11pm. Clean-up and garbage removed should be completed no later than 11pm. The security guard will be coming around shortly thereafter to lock up.

No decorations or temporary fixtures may be affixed to the building or any architectural feature with nails, tacks, staples, or any application that will cause irreversible damage. Tape is not permitted on any walls, glass or fixtures.

Any rental with participants under the age of 18 is required to have at least one adult chaperone for every ten minors present during the event.

CLEANUP OF CLUBHOUSE FACILITIES:

1. Users must supply towels, dishcloths, paper towels.
2. Remove all trash (inside and outside clubhouse) trash should be disposed of in small trash dumpster and recycling should be disposed of in larger recycle dumpster.
3. Clean all clubhouse areas used: bathroom, kitchen, sink, appliances, tables, etc.
4. Vacuum/sweep kitchen and banquet room floor tile. Mop, if needed.
5. Countertops cleaned and all debris removed.
6. Turn OFF all lights and fans.
7. Rental applicants may choose to employ an outside caterer for their event. Caterers are required to abide by all policies outlined in this Rental Agreement. All food and beverages must be removed from the premises after the event. Waste food, ice and beverages may not be dumped onto soil or landscaping anywhere on the premises by guests or catering staff. Rental applicants and/or their caterers are required to provide their own tableware, linens, and service needs. No catering equipment, decor or other items may be left behind or stored on the property after an event.

Initial: _____ Date: _____