



The Village
of
Bryn Mawr

Clubhouse Reservation Form

3149 Bridgehampton Lane
Orlando, FL. 32812-5946
P: (407) 658-8868
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<http://brynmawrsouth.com>

Resident Information: Please return completed form with check. Make check payable to Village of Bryn Mawr South H.O.A.
A member that is not in good standing with the association is excluded from renting the clubhouse.

First Name: _____ Last Name: _____ Date Submitted: _____

Property Address: _____

Home Phone: _____ Mobile #: _____ Email: _____

Reservation Date: _____ Start Time: _____ End Time: _____

Event Type:

- | | | |
|--|---|---|
| <input type="checkbox"/> Wedding | <input type="checkbox"/> Business Event | <input type="checkbox"/> Birthday Party |
| <input type="checkbox"/> Shower | <input type="checkbox"/> Reunions | <input type="checkbox"/> Graduation Party |
| <input type="checkbox"/> Anniversary Party | <input type="checkbox"/> Other: _____ | |
| <input type="checkbox"/> Holiday Party | _____ | |

If permitted to use the clubhouse, I hereby represent, warrant, and agree to follow all "Rules & Regulations" of the Homeowners Association as follows:

1. Attendance:

I, resident of Bryn Mawr, will be present during the entire time guests are using the clubhouse. Maximum Capacity is 78 people. I acknowledge that the kitchen, meeting room and exterior of the clubhouse are under 24 hour, 7 day a week camera surveillance that is recorded.

2. Deposits and Usage Fees:

- The rental usage fee is \$75.00 per day and is not refundable. Prior event setup is not allowed free of charge. To use the clubhouse for setup prior to your event, that day must be rented at an additional fee of \$75.00. The damage deposit is \$200.00, per event. A check for the total amount and the signed agreement must be received by the HOA **at least seven (7) days prior to the event date, or the HOA reserves the right to book another event.** The \$275.00 check will be deposited by the HOA.
- Normal work hours for the CAM are Monday through Friday. If the clubhouse is rented on these days, the clubhouse will remain open for HOA activities and the renter does NOT have exclusive use of the facilities.
- Return of Deposit:** If in the opinion of the Manager or Board of Directors that the Association has to clean the clubhouse, the entire deposit or a portion thereof will be retained. In the event of any loss, damage or breakage to the Association property, the deposit or a portion thereof shall be forfeited. Reimbursement is expected upon demand for any loss, damage or breakage that exceeds the \$200 deposit. In the event that no damage or excess cleaning is found, a check for \$200 will be issued to the renter within seven (7) business days of the event.
- Damage or loss of the remote(s) carry a loss of refund at \$25.00 per remote.**

3. Liability for Damages and Cleaning:

The renter shall be fully liable and responsible for any loss, damage or breakage to any equipment, furnishing or other property owned by the Association. All costs for repairs (based on repair charges), a charge for excessive cleaning (based at \$25/hour), or general trash removal will be determined after inspection of facilities. Until these costs can be determined, the damage deposit will not be returned. Cost exceeding the \$200.00 deposit will be based on actual cost to the association (including staff time for securing estimates and repairs).

**Resident's
Initials**

Remote

Yes No

4. **Rules and Regulations:**

The Rules and Regulations of the Association governing the use of the clubhouse will be observed at all times.

- a. When renting the Clubhouse guests are not allowed to swim in our pools or use the pool decks. The party must remain inside at all times.
- b. Under no circumstances will wet bathing suits or wet bare feet be allowed in the great room.
- c. If you allow your guests to use the pools or pool deck while you are renting the clubhouse, you will **automatically forfeit up to your "damage deposit" of \$200.00. No exceptions will be made.**
- d. **No staples, tape, streamers, nails, or cobwebs should put on any walls inside or outside the clubhouse, and all tables and chairs should be free from debris when the event is completed.**
- e. The homeowner is responsible for making sure that parking is in compliance with all state and local fire safety laws.
- f. If there is time between setting up for the event and the renter leaves to return at a later time or after completion of the event, all fans and lights (excludes fireplace light and exterior lights) must be turned off as well as all doors locked prior to setting the security alarm. This includes the doorway to the hallway restrooms (pool users have access to restrooms by use of key) and ALL sliding glass doors that may have been opened to put out the trash. Failure to secure the hallways door or sliding glass doors may lead to theft, burglary, vandalism, injury or possible access by minors to alcohol in the rented space. The renter will be held responsible for lack of securing the rented area and crimes that may be committed due to their negligence.
- g. No grilling/barbequing allowed.

5. **Smoking:**

There shall be no smoking anywhere in the clubhouse as required by Florida Statutes. Smoking is permitted outside the main entrance to the clubhouse. Please use the ashtray provided.

6. **Noise and Hours**

At no time during the use of the clubhouse will noise from the event disturb the residents of the Bryn Mawr community. The clubhouse is available for rent no earlier than 10 AM. If guests are using the clubhouse after 11 PM, the renter will insure that noise from guests cannot be heard outside the clubhouse. The use of the clubhouse must be terminated at or before midnight, and cleaned up by 1 AM unless other arrangements are made in advance with the Manager.

7. **Trash**

The renter will be allowed to leave only those trash bags that fit in the outside garbage can. The kitchen garbage can must be emptied at the end of the event. If there are any extra bags, they must be taken home and not left anywhere on our premises. If this rule is not followed, the renter will be charged \$10.00 for each trash bag that is left outside the city approved trash bin.

8. **Cancellation**

Cancelations must be received no less than three (3) days prior to the reservation date or the usage fee of \$75.00 will be forfeited to the Association. The HOA reserves the right to withdraw from this agreement should building repairs arise that would conflict with the rental of the clubhouse, if renters misrepresent the purpose of the rental, and/or violate the advertising clause of the agreement.

9. **Advertising**

The renter will not infer or represent that the event is sponsored or sanctioned by the Village of Bryn Mawr South Homeowners Association. If the event is advertised, the renter is required to have the Manager review any advertising prior to distribution of same. (i.e.: Craigslist advertisement, Social Media, etc.)

10. **Removal of Furniture**

All furniture and furnishings are to remain in the clubhouse at all times. Re-arrangement of furniture for events must be accomplished without leaving marks on the floor. Marks or scoofs on the floor will constitute damage as described in item four (4). Lift all furniture; do not drag it across floors. If legs on furniture become weakened or fall off, the renter will be responsible for the repairs.

Resident Signature:

Signature: _____ Date: _____

Housekeepers Comments:

Manager Decision:

<input type="checkbox"/> Approved	Comments: _____

<input type="checkbox"/> Denied	_____

For Office Use Only	Check Received Date: _____ Check Number: _____
	If money withheld, state reasoning: _____

	HOA Check Number: _____ Check Amount: _____