

ROYAL ARMS

A CONDOMINIUM

CLUBHOUSE RESERVATION FORM

Circle Choice: Main (\$150 fee/\$300 deposit)

Function Date: _____ From: _____ AM/PM To: _____ AM/PM
 Owner/Resident: _____ Building #: _____ Unit #: _____
 No. of Guests/Attendees: _____ Type of Function: _____ Tel No: _____

AGREEMENT

I understand that I Will be responsible for any and all damages caused by myself and/or any person in my party. Such damages will be assessed by management the following business day after the function. I also agree to hold harmless the Royal Arms Condominium Association, Inc., and its staff for any injury sustained by myself or any guests/attendees at this function. agree that the rental fee of \$ _____ plus a deposit of \$ _____ will be payable in advance via **CERTIFIED FUNDS** to Royal Arms Condominiums Association, that the function is not for commercial purposes according to the Declaration of Covenants of the Association, and that the Clubhouse is a non-smoking facility. I agree that both the clean-up of the area and the activities of myself and guests are my responsibility and that all of the deposit may be kept if the Clubhouse is not returned to the condition in which it was received and/or the Rules and Regulations of the Royal Arms Condominium Association and/or this Agreement have been violated.

Rules Governing Clubhouse use for a Typical Function:

- A. **Cars are to be parked at the tennis facility.** There will be a \$100.00 penalty fee for not parking at the tennis courts.
- B. Guests may not congregate outside in the parking lot area.
- C. Use of the pool is not included in your function.
- D. Kegs must be placed on tile floor not the carpet.
- E. Stereo/music must be kept inside and at a minimum level.
- F. At least two (2) adults must be present at children's parties.
- G. All furniture must be returned to original position.
- H. TV and/or stereo equipment must not be moved.
- I. Clean all tables, furniture, carpet, and kitchen area immediately following the event.
- J. Take all trash to dumpster area outside the clubhouse.
- K. Turn off all lights and A/C or heater unit **AND** Return Clubhouse key to the Office the next business day.
- L. Do not block doorways, exits or steps.
- M. No smoking in Clubhouse, outside porch is designated area.
- N. Do not leave any leftovers in the refrigerator.
- O. The event is not to exceed occupancy levels of 50 person in the Main Clubhouse and 30 persons in the Lower Clubhouse.
- P. Children **must** be supervised at all times.

If any furnishings or pictures are damaged your Security Deposit will be forfeited. If items are not cleaned after your function, the following fees will be deducted from your Security Deposit:

| | | | |
|-----------------------|---------|-------------------------|---------|
| Kitchen | \$25.00 | Vacuum Fee | \$25.00 |
| Floor Fee | \$25.00 | Sink and Countertop Fee | \$25.00 |
| Bathroom Clean-up Fee | \$25.00 | General Area Fee | \$25.00 |

Note: In the event that the deposit is retained by the Association and the Clubhouse renter(s) are in dispute of the decision to retain the deposit, the Board of Directors will make a final decision regarding the status of the deposit (what amounts retained or returned).

Signature: _____ Date: _____

Fee Check Amount: \$ _____ Check# _____ Deposit Check Amount: \$ _____ Check # _____ Key# _____

BE AWARE THAT THE CLUBHOUSES ARE MONITORED BY CCTV

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