

AVALON PARK WEST COMMUNITY DEVELOPMENT DISTRICT

2300 Glades Road, Suite 410W Boca Raton, Florida 33431 | <https://www.avalonparkwestcdd.org/>

RESIDENT – CLUBHOUSE RENTAL FORM

Today's Date: ___/___/___

Event Date: ___/___/___

Rental Hours Available (8 am to 9 PM)

Cost: \$100 for Rental by Residents – Full Day / Deposit - \$250

TYPE OF EVENT: _____

MAXIMUM NUMBER OF PEOPLE ATTENDING: _____

RESIDENT NAME: _____

RESIDENT ADDRESS: _____

RESIDENT PHONE NUMBER: _____ RESIDENT EMAIL: _____

*****RESPONSIBILITY FOR THE RENTAL AND ALL DAMAGES ARE THE LIABILITY OF THE RESIDENT*****

THE RENTAL FEE AND DEPOSIT MUST BE RECEIVED WITHIN FIVE (5) DAYS OF SETTING OF RESERVATION AND NO RESERVATION WILL NOT BE ACCEPTED WITHIN TWO WEEKS OF PROPOSED RESERVATION DATE. PAYMENTS THAT ARE NOT RECEIVED WITHIN FIVE DAYS WILL LEAD TO CANCELLATION OF RESERVATION.

CHECKS / MONEY ORDERS MUST BE WRITTEN TO: AVALON PARK WEST CDD

DEPOSIT: CHECK # _____ AMOUNT: _____ EMPLOYEE: _____

RENTAL: CHECK # _____ AMOUNT: _____ EMPLOYEE: _____

DRIVER'S LICENSE NUMBER: _____ STATE: _____

*****ALL NSF & CHECKS RETURNED FOR ANY REASON WILL RESULT IN ADDITIONAL FEE OF \$30.00 PER RETURNED CHECK*****

FOR OFFICE USE ONLY:

WERE THERE DAMAGES / RENTAL ISSUES?: YES: _____ NO: _____

IF YES, DESCRIBE ISSUES:

IF NO, DATE DEPOSIT CHECK REFUND REQUESTED: _____/_____/_____

REQUEST BY: _____

[PAYMENTS MAY BE MAILED OR HAND DELIVERED TO:](#)
ACCESS MANAGEMENT - 5322 Primrose Lake Circle, Suite C Tampa FL 33647

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CLUBHOUSE RENTAL POLICY & RULES

(YOU MUST BE A RESIDENT OF NEW RIVER CDD OR APW CDD TO RENT THE CLUBHOUSE OR SATISFY THE NON-RESIDENT REQUIREMENT)

The rental fee and deposit must be received within five (5) days of setting of reservation and no reservation will be accepted within two weeks of proposed reservation date. All rentals and deposit checks will be deposited when booking the event. After your event, the clubhouse will be inspected for cleanliness. If the inspection is approved, you will be mailed your deposit refund as soon as possible after the event. Final approval is given at the sole discretion of the District Manager. If the clubhouse fails inspection after your event, you will receive the balance of your deposit minus the cleaning fee of \$25 per hour and charges for any damages or time overage. It is your responsibility to call or email and get the code to the lock box 24 hours in advance of the reservation. Failure to do so means forfeiting your reservation.

- 1) Residents reserving clubhouse will be responsible for their own cleaning supplies and trash bags. All trash must be placed in trash cans located outside the trash area across from the clubhouse after the event.
- 2) Keys may be picked up no earlier than one hour prior to the event during normal business hours unless special arrangements are made with the district field manager. Keys not returned immediately following event will result in a charge of \$40 against the deposit for replacement.
- 3) The facility shall not be rented beyond the rental period, all overages on time will be billed at \$25 per quarter hour.
- 4) Absolutely no decorations on walls, window dressing, fans or ceilings (no staples, no nails, no tape, no tax and no screws). Stand up decorations and table decorations are permitted. Balloons are only allowed inside the clubhouse.
- 5) Renter must assign a person to let party guests into the clubhouse and open doors for guests use of the restrooms. Restroom doors, main gate and pool gate are not to be propped open.
- 6) No bathing suits permitted in clubhouse, shoes and shirts are required.
- 7) No grills or cooking permitted in or outside the facility. This is by order of the fire Marshall.
- 8) Rental fees are \$100 for a full day. With \$250 deposit for residents. Rental fees for nonresidents are as posted on nonresident forms. The deposit is required to be submitted to ensure the clubhouse is clean, undamaged, and all rules are followed. Keys must be returned at the end of the event. Please place the key in the lock box if staff members are not present.
- 9) No food or drink permitted within 15 feet of the pool's edge
- 10) The clubhouse's exterior, including the pool, pool furniture, Splashpad, spa, grills, playground, pond, and exterior grounds may not be used for party purposes. They are for the communities' use.
- 11) Pool usage is by resident / member pass only. All pool rules and guest limitations apply to that pass.
- 12) Cancellation of a booked event two weeks prior will receive full refund of rental and deposit. Cancellation within two weeks of the event will result in the rental fee being retained in deposit return.
- 13) No smoking is permitted in the clubhouse at any time. All smoking materials used outside must be placed in approved containers.
- 14) In case of emergency, call 911 and notify the District Manager at 1 (877) 276-0889.
- 15) All regulations are subject to change by the Board of Supervisors of the Avalon Park West CDD.
- 16) No alcohol allowed, without prior proof of license bartender and copy of their license is submitted, along with prior proof of their insurance listing the Avalon Park West CDD and its staff as additionally insured.
- 17) Note: We do not adjust the air conditioner or the heat except in extreme conditions.

I, the undersigned, understand and will ensure all guests comply with the rules and regulations listed above.

RENTER'S SIGNATURE _____ Date: ____/____/____

PRINTED RENTER'S FULL NAME _____

PAYMENTS MAY BE MAILED OR HAND DELIVERED TO:

ACCESS MANAGEMENT - 5322 Primrose Lake Circle, Suite C Tampa FL 33647