

NEW RIVER COMMUNITY DEVELOPMENT DISTRICT

Resident - Clubhouse Rental Form

Today's Date: ___/___/_____

Event Date: ___/___/_____

Please print clearly

Type of Event: _____

Maximum Number of People Attending: _____ Maximum Occupancy

Resident's Name: _____

Resident's Address: _____

Resident's Home Phone: _____ Cell: _____ Email: _____ *

Responsibility of the rental and all damage is the responsibility of the resident.

Check Received for Deposit of \$100.00 Check # _____ Employee: _____
Check Received for Deposit of \$250.00 Check # _____ Employee: _____ (Non-resident Fee)
Check Received for Rental of \$75.00 Check # _____ Employee: _____

Only money orders will be accepted by third parties other than resident or the information on check is not correct, please complete information below. Driver's License Number and State is required for all checks. (Check should be written to: New River CDD.)

Check writer information:

Name: _____

Address: _____

Phone: _____ Cell: _____ Email: _____ *

Driver's License Number: _____ State: _____

Should Refund of Deposit go to Resident or to Check Writer _____

All NSF and Checks returned for any reason will result in additional fee of \$30.00 per check returned.

Keys will be available no sooner than 1 Hour prior to Rental unless approved by management.

Date Deposit Returned: ___/___/_____ Check # _____ Amount \$ _____

(Copy to be given to resident as receipt of rental and deposit payment)

NEW RIVER COMMUNITY DEVELOPMENT DISTRICT

Clubhouse Rental Policy and Rules

(You Must Be a Resident of New River CDD to Rent the Clubhouse or Satisfy the Non-Resident Requirements)

All rental 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 a cleaning fee of \$25.00 per hour and charges for any damage 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 the clubhouse will be responsible for their own cleaning supplies and trash bags. All trash must be placed in trash bags outside of the clubhouse door following the event.
2. Keys may be picked up no earlier than 1 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 \$40.00 against the deposit for replacement.
3. The facility shall not be rented beyond the agreed time.

4. **Absolutely no decorations on walls, window dressing, fans or ceilings (no staples, no nails, no tape, no tacks and no screws). Stand up decorations and table top decorations are permitted. Balloons are only allowed in 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 facility. This is by order of the Fire Marshall.
8. Rental fees are \$75.00 for a full day and \$250.00 non-resident for full day, with a \$100.00 deposit. The deposit is required to be submitted to ensure the Clubhouse is clean, undamaged, and all rules followed. Keys must be turned in at the end of the event. Please place the key in the lock box.
9. No food or drink permitted within fifteen (15) feet of pool's edge.
10. The amenities, exterior area, and furniture may not be used exclusively for party purposes. They are for the community's 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 and deposit returned.
13. NO SMOKING is permitted in the Clubhouse. All smoking materials used outside must be placed in approved containers.
14. IN CASE OF EMERGENCY, CALL 911.
15. All regulations are subject to change by the Board of Supervisors of the New River CDD.
16. NO ALCOHOL ALLOWED, without prior proof of a licensed bartender and copy of their license is submitted, along with prior proof of their insurance listing the CDD and it's Staff/ _____ as additionally insured.

R esidents Signature: _____

Printed Name: _____

Date: _____

We do not adjust the air conditioning or heat, except in extreme conditions. *New River CDD Copy – Copy to be made for resident on request.*