

MAYFAIR @ WELLINGTON
c/o Banyan Property Mgmt Inc.
2328 S. Congress Ave
Suite 1C
Phone: (561) 649-8585 Fax: (561) 649-0188

MAYFAIR @ WELLINGTON CLUBHOUSE RENTAL AGREEMENT

Date of Function/Event _____ Time of Function _____ to _____
MAXIMUM OF FIVE HOURS PERMITTED PER EVENT. ONE HOUR SET UP AND FOUR HOURS FOR
EVENT

Type of Function/Event: Please check on of the following:

___ Bar/Bat Mitzvah ___ Quince ___ Reunion ___ Holiday Party
___ Baby Shower ___ Sweet 16 ___ Anniversary ___ Other _____
___ First Communion ___ Wedding ___ Graduation ___ Birthday

Number of Guests Expected _____ Contact Person Name _____
of Children _____ # of Adults _____ Telephone _____
Email _____

Are Caterers hired for the event? Yes/ No

Entertainment hired for event? Yes / No

Type of Entertainment _____

(Attach a copy of the License, Insurance & Business Card for each outside vendor)

Deposit Check # _____ in the amount of \$ _____ Received on _____ 20__

Written request for refund received on _____ 20__

Deposit Check refunded on _____ in the amount of \$ _____ Mailed _____ 20__

THE ASSOCIATION RESERVES THE RIGHT TO MAKE CHANGES TO THIS CONTRACT AS REQUIRED AND
THE TERMS AND CONDITIONS OF THIS CONTRACT ARE NOT INCLUSIVE OR LIMITED TO THE
FOREGOING.

AGREEMENT

**I hereby agree to follow the rules pertaining to the clubhouse room rental and i acknowledge
that i am responsible for any and all damages that occur due to the guests, contractors or
caterers.**

I CONSENT TO PERMIT A REPRESENTATIVE OF THE ASSOCIATION TO CHECK THE ROOM AND AREA FOR CLEANLINESS AND
OR DAMAGE BEFORE THE REFUND OF MY SECURITY DEPOSIT, WHICH MAY BE FORFEITED IF THE ROOM AND AREA IS NOT
RETURNED TO THE SAME CONDITION AS IT WAS BEFORE MY FUNCTION.

I UNDERSTAND THAT ALL TRASH, DECORATIONS, FOOD OR FOOD RELATED ITEMS (DISHES, UTENSILS, TRASH ETC.)
CANNOT BE LEFT IN THE AREA AND MUST BE REMOVED IMMEDIATELY FOLLOWING THE FUNCTION.

BY SIGNING BELOW, I ACKNOWLEDGE THAT I UNDERSTAND THAT ALL OF MY DEPOSIT WILL BE FORFEITED IF THE ABOVE
CONDITIONS ARE NOT MET.

**I the undersigned, agree to the foregoing terms and conditions of the mayfair @ wellington
clubhouse rental agreement:**

PRINTED NAME SIGNATURE DATE

ADDRESS TELEPHONE CONTACT

EMAIL

MAYFAIR @ WELLINGTON

THE MAYFAIR @ WELLINGTON CLUBHOUSE MAY BE RENTED BY THE RESIDENTS OF OUR COMMUNITY UNDER THE FOLLOWING CONDITIONS:

- THE NON-EXCLUSIVE USE OF THE ROOM IS AVAILABLE FOR RENTAL FOR PERSONAL EVENTS ONLY, AND AT NO TIME SHALL AN ADMISSION BE CHARGED.
- MAYFAIR @ WELLINGTON RESERVES THE RIGHT TO CHANGE THE PRIORITY OF RESERVATION BASED ON THE REQUIREMENTS OF THE GENERAL POPULATION. IN PARTICULAR, THE FOLLOWING HOLIDAYS MAY BE RESERVED BY THE ASSOCIATION FOR THE ENJOYMENT OF ALL;
 1. EASTER
 2. MEMORIAL DAY
 3. JULY 4TH
 4. LABOR DAY
 5. HALLOWEEN
 6. CHRISTMAS
 7. NEW YEARS EVE/DAY
- THE ROOM WILL BE AVAILABLE FOR FIVE HOURS FOR RESIDENTS ON A FIRST COME FIRST SERVE BASIS.
- **RENTAL TIMES: FRIDAY-7 P.M.-12:00 A.M., SATURDAY 12:00 P.M.-5 P.M. OR 7 P.M.-12:00 A.M., AND SUNDAY 12:00-5:00 P.M. MONDAY – THURSDAY BASED ON AVAILABILITY.**
- RESIDENTS MUST BE IN GOOD FINANCIAL STANDING WITH THE ASSOCIATION AND HAVE NO OUTSTANDING VIOLATIONS.
- RESERVATIONS ARE REQUIRED, NO LESS THAN 30 DAYS IN ADVANCE.
- A MANDATORY WALK-THRU WITH THE CLUBHOUSE COMMITTEE IS TO BE DONE BEFORE AND AFTER THE EVENT.
- MUST BE PRESENT AT ALL TIMES DURING THE FUNCTION.
- **CHARGES: SECURITY DEPOSIT OF \$500** IS REQUIRED TO HOLD YOUR RESERVATION AND WILL BE RETURNED AFTER THE EVENT IF THE ROOM AND AREA IS LEFT IN THE PROPER CONDITION. FAILURE TO CLEAN UP PROPERLY OR ANY DAMAGE MAY RESULT IN THE FORFEITURE OF SOME OR ALL OF THIS DEPOSIT. ALL FEES MUST BE PAID BY PERSONAL CHECK, **CASHIERS CHECK OR MONEY ORDER MADE PAYABLE TO MAYFAIR @ WELLINGTON.** NO CASH WILL BE ACCEPTED. YOU MUST SUBMIT YOUR REQUEST FOR A REFUND IN WRITING TO THE MANAGEMENT OFFICE. A NON-REFUNDABLE **USAGE FEE OF \$100** WILL BE CHARGED FOR EACH BLOCK OF 5 HOURS USAGE BY THE RESIDENT AND A SEPARATE CHECK NEEDS TO BE WRITTEN IN FAVOR OF MAYFAIR @ WELLINGTON CLUBHOUSE FUND.
- **PAYMENT IS DUE IN FULL AT THE TIME OF THE RESERVATION.**
- ROOM AND THE IMMEDIATE AREA MUST BE RETURNED TO ITS ORIGINAL CONDITION. YOU ARE REQUIRED TO REMOVE ALL TRASH, DEBRIS AND DISPOSE OF IT. THERE IS A FEE TO YOU IF YOU DON'T REMOVE THE TRASH AND CLEAN UP.
- NO TACKS, NAILS, ETC. MAY BE PUT INTO THE WALLS, DOORS OR FURNITURE. NO GLITTER, RICE OR CONFETTI MAY BE USED AS A DECORATION (EITHER ON THE TABLES OR TO THROW AS AN EFFECT FOR CELEBRATION)
- YOU ARE NOT PERMITTED TO SET-UP ANYTHING OUTSIDE OF THE CLUBHOUSE, POOL DECK AREAS ETC.
- NO LOUD ENTERTAINMENT IS PERMITTED.
- IF SECURITY PERSONNEL ARE REQUIRED, YOU WILL BE OBLIGATED TO HIRE AND PAY FOR THE SECURITY FOR THE FUNCTION.
- UNIT OWNER (LESSEE IF UNIT IS RENTED) HEREBY AGREES TO HOLD MAYFAIR @ WELLINGTON ASSOCIATION ITS OFFICERS, DIRECTORS, MEMBERS, AGENTS, EMPLOYEES AND VOLUNTEER COMMITTEE MEMBERS HARMLESS AND INDEMNIFY MAYFAIR @ WELLINGTON ASSOCIATION, INC. AGAINST ALL LIABILITY RESULTING FROM SAID FUNCTION.
- NO ALCOHOLIC BEVERAGES WILL BE PERMITTED.
- CATERERS MUST PROVIDE PROOF OF LIABILITY INSURANCE IN AN AMOUNT NOT LESS THEN \$1,000,000.00.
- UNIT OWNER OR LESSEE IS RESPONSIBLE FOR ALL PERSONS ATTENDING AND OR HIRED FOR THE FUNCTION REGARDLESS OF AGE AND ANY DAMAGES CAUSED TO THE FACILITY. IF MONETARY DAMAGES ARE NOT PAID IN THE TIMELY MANNER, THE UNIT OWNER WILL BE LIABLE FOR LEGAL ACTION
- ANY VIOLATION OF THE AFOREMENTIONED MAY RESULT IN FORFEITURE OF SECURITY DEPOSIT, FORFEITURE OF FUTURE USE OF THE ROOM AND / OR APPROPRIATE LEGAL ACTION AND COSTS.
- THE POOL MAY NOT BE RESERVED AS PART OF THIS AGREEMENT. ALL RESIDENTS AND THEIR GUESTS HAVE EQUAL ACCESS AT ALL TIMES.
- NO GLASS CONTAINERS OF ANY KIND ARE TO BE USED.

PRINTED NAME _____ DATE AND TIME(S) OF
EVENT _____
SIGNATURE OF RENTER _____ TELEPHONE
CONTACT _____
EMAIL _____

MAYFAIR @ WELLINGTON
CLUBHOUSE RESERVATION FORM

I/We _____, hereby accept responsibility for the reservation, use and maintenance of the MAYFAIR @ WELLINGTON CLUBHOUSE on the _____ day of _____, 20__.

The swimming pool and pool deck may not be reserved.

The time limit for functions is as follows:

Fridays: 7 p.m.-12 a.m.

Saturdays: First event: 12 p.m. – 5 p.m.

Second event: 7 p.m. - 12 a.m.

Sundays: 12 p.m. – 5 p.m.

Weekdays Monday thru Thursday based on availability.

I/We understand and acknowledge that I/We will be responsible to make certain that this facility is properly locked and in the same condition as I/we accepted it on this _____ day of _____. I/We further agree to observe the guidelines for use of the CLUBHOUSE (Attached).

I/We have deposited your check in the account for MAYFAIR @ WELLINGTON the sum of Five Hundred Dollars (\$500) representing a damage deposit for the full and faithful performance by me/us of the terms and covenants contained in the Declaration of Covenants and Restrictions, Articles of Incorporation and the By-Laws of MAYFAIR @ WELLINGTON. This damage deposit will be refunded at the sole discretion of the Board of Directors of Mayfair @ Wellington as representatives of the Mayfair @ Wellington Association, and upon inspection of the Clubhouse premises by either a Board member or Management to make certain that no damage has occurred as a result of my/our use of same.

In the event damage is discovered by the Board or Management, upon their inspection of the Clubhouse, the Board member and/or Management shall have the right to deduct the amount of any repair or cleaning costs from the damage deposit, if any. Should repair and/or cleaning costs exceed the damage deposit, I/We agree to pay the overage within thirty (30) days of receipt of the Board or Management's claim for additional money.

I/We understand that the MAYFAIR @ WELLINGTON, shall not be responsible for any accidents or injuries arising as a result of my/our use of this facility. I/We, further agree to indemnify and hold the Association and the Management harmless from any liabilities for any injury, damage or accident to any member of the Association, a guest, lessee, invitee or any other person, or to any third person and from any damage to the property, arising out of or in course of the usage of the facility.

This reservation agreement is dated this _____ day of _____.

(OWNER/RENTER) Print & Sign

Property Address / Telephone Contact Name and Number

(WITNESS)

(ADDRESS)

MAYFAIR @ WELLINGTON

CLUBHOUSE GUIDELINES

The following guidelines should be observed to ensure that our Clubhouse is clean and safe for future users of this facility:

- Ensure that guests park in designated spaces.
- Do not use tape, pins, or fasteners of any kind on the doors or walls. Use the permanently installed hooks for streamers and other decoration.
- Smoking is prohibited in the Clubhouse.
- Glass containers of any kind (soda and beer bottles; bowls, dishes, etc.) are strictly prohibited anywhere inside the fenced pool area.
- Event is limited to five (5) hours. Homeowner will be allowed access one hour prior to the event for set-up.

AFTER YOU'RE PARTY/FUNCTION:

- Leave the counters, sink, tables and chairs clean.
- Remove all of your decorations inside and outside the Clubhouse.
- Vacuum the carpet. Spot clean any new stains.
- Check the walls and gently remove any new stains, if possible.
- Check to ensure that water is not left running.
- Stack the folding chairs against the long side tables (not against the walls).
- Police the pool area and apron in front of the Clubhouse for soda cans, paper plates, cups, etc. left by your guests.
- Reset the thermostat at 80' and ensure that the fan is set to "AUTO" and the function is set to "COOL".
- Take your trash with you. Trashcans in the Clubhouse should be empty and clean.
- Do not put party trash in the pool trashcan.
- Turn off the lights.
- Notify the Clubhouse Committee member monitoring the event.
- Notify the Management Office in writing to request the refund of your deposit.
- A clean-up fee may be assessed if deemed necessary

We hope you enjoy your function.

The Mayfair @ Wellington Clubhouse Committee
Board Of Directors

Please sign and date after inspection is completed.

Clean-up fee assessed? _____

Clubhouse renter _____

Clubhouse committee _____