

## **CLUBHOUSE RENTAL PACKAGE**

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**UNIT OWNER NAME**

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**UNIT #**

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**DATE OF PARTY**

\$25.00 NONREFUNDABLE (TO HOLD DATE): \_\_\_\_\_

\$75.00 NONREFUNDABLE (BALANCE DUE): \_\_\_\_\_

\$250.00 SECURITY DEPOSIT: \_\_\_\_\_

COPY OF HOMEOWNERS INSURANCE \_\_\_\_\_

ACKNOWLEDGEMENT OF PARKING \_\_\_\_\_

**PLEASE READ THOROUGHLY**

If there is anything that you don't understand please call the office at  
(856) 415-1330

## APPLICATION TO RESERVE THE CLUBHOUSE

(OWNER) NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

(TENANT) NAME: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

DATE OF RESERVATION: \_\_\_\_\_ NUMBER OF GUESTS EXPECTED: \_\_\_\_\_

TYPE AND PURPOSE OF FUNCTION: \_\_\_\_\_

WILL YOU BE NEEDING ANY FURNITURE MOVED OUT OF THE CLUBHOUSE?: \_\_\_\_\_

### USE OF CLUBHOUSE

Clubhouse is available by reservation for the personal use of the residents. Residents must be present for the entire function. The Clubhouse is not intended for the use of Associations, business, clubs, or social groups outside of the immediate community.

### DEPOSIT INFORMATION

The charge for the rental of the Clubhouse is \$100.00 per date reserved. **(NON-REFUNDABLE)**  
The deposit required against damages and/or cleaning is \$250.00 **(DEPOSITED UPON RECEIPT AND REFUNDED (BY CHECK) WITHIN 30 DAYS AFTER INSPECTION)**

The above checks are to be made payable to the VABCA (VILLAGES AT BERKLEY CONDO ASSOC.). The \$100.00 non-refundable charge is to be paid in two installments: \$25 up front to hold the clubhouse reservation and the additional \$75 to be paid at least **fourteen (14) days prior to the rental date**. The \$250 refundable security deposit is to be paid at least **fourteen (14) days prior to the rental date**. Any damages over \$250.00 will be charged to the resident who rents the clubhouse. If the clubhouse is not cleaned and vacuumed in a satisfactory manner, \$100.00 of the deposit will be retained for the Managing Agent to hire a cleaning service. **The deposit on damages and cleaning is refundable upon inspection of the clubhouse by a representative of the Managing Agent. If deposits are not received fourteen days prior to the date of the event, reservations will be cancelled.**  
In the event a deposit check is returned NSF the Association may withhold your privilege to rent the clubhouse in the future.

### RULES GOVERNING USE OF THE CLUBHOUSE

1. Association dues must be current.
2. **A copy of resident's homeowners insurance policy (HO6) must be given to the office.**
3. Reserving the clubhouse **does not** entitle guests to use or reserve either the pool or the tennis courts.
4. Shirts and shoes must be worn at all times. **NO WET SWIMSUITS!**
5. Clubhouse hours are until 12 AM for private parties
6. You are required to bring your own supplies and vacuum cleaner to clean the clubhouse after the function.

7. **NO DECORATIONS ARE PERMITTED TO BE ATTACHED TO THE CEILINGS OR WALLS.**
8. **Please remember to put out all lights before leaving.**
9. **Make sure that all doors are locked!**
10. **GUEST MUST PARK IN OVERFLOW PARKING. IF GUEST PARK IN AN ASSIGNED NUMBERED SPACE, THEY WILL BE TOWED AND YOU MAY BE IN JEOPARDY OF LOSING YOUR SECURITY DEPOSIT.**

All functions must be chaperoned by an adult. **Underage drinking is prohibited.**

In consideration for the use of the clubhouse, we the undersigned agree to pay the Villages at Berkley Homeowners Association a non-refundable rental fee of \$100.00 and a security deposit of \$250.00. **(All checks will be deposited upon receipt).**

We, the undersigned, are renting the clubhouse on \_\_\_\_\_. During that time, we the undersigned, will be responsible for any damage or vandalism done to the clubhouse, pool and all grounds surrounding the clubhouse. We, the undersigned, are responsible for the actions of our guests for the entire time we have the key to the clubhouse.

We, the undersigned, agree to be jointly and severally responsible for any damages done while renting the clubhouse and said damages/cleaning shall not be limited to the amount of the security deposit.

If you receive a written demand for damages done while renting the clubhouse you, the undersigned, agree to pay the Villages at Berkley Condo Association payment in full within five (5) days of receipt of such notice.

We, the undersigned, are responsible for any damage done to the pool while there is no lifeguard on duty. We, the undersigned, will turn off the air conditioner and/or lower the heater. If we, the undersigned, fail to do this, we will forfeit \$10.00 of the security deposit.

The clubhouse must be in the same condition it was when it was rented. We, the undersigned, will not use the pool nor will our guests. We, the undersigned, understand that neither we nor our guests will use the exercise facility while renting the clubhouse. **We, the undersigned, will lock all doors when leaving the clubhouse.**

\_\_\_\_\_  
SIGNED (OWNER) DATE

\_\_\_\_\_

\_\_\_\_\_  
SIGNED (TENANT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
ADDRESS OF UNIT OWNED/RENTED

PLEASE RETURN COMPLETED APPLICATION TO:  
THE VILLAGES AT BERKLEY CONDOMINIUM ASSOCIATION  
YOU MAY DROP IT IN THE MAILBOX OUTSIDE THE FRONT DOOR OR FAX IT TO US AT 468-9017 IF  
YOU CANNOT DROP IT BY DURING NORMAL BUSINESS HOURS.

REVISED: 09/22/2014

CHANGES EFFECTIVE: 10/01/2014

