

Village Walk Town Center Room Rental Agreement

(ONE-TIME OCCASION)

Procedures and Requirements

(Revised 2/12/09)

Name(s): _____
(PLEASE PRINT)

Phone(s): _____
(HOME AND WORK OR CELL)

Address: _____
(HOUSE NUMBER AND STREET NAME)

I, _____, request to reserve the Town Center, _____
(PRINT YOUR NAME) (SPECIFY ROOM CHOICE)

On _____, from _____ until _____.
(DAY, DATE, YEAR) (TIME INCLUDE AM AND PM)

For the purpose of: _____
(DESCRIBE WHAT YOU WILL BE USING THE ROOM FOR, I.E.: PRIVATE, BIRTHDAY, HOLIDAY, ECT.)

I understand and agree to the following rules:

1. I will accept responsibility for any damage to the facility, by my guests, or myself and agree to immediately rectify or pay for the damage in full.
2. Advertising in any public manner the purpose of my use of the room whether the advertising is within Village Walk, within the room reserved, upon the grounds of the Town Center or elsewhere on the property of Village Walk, or outside in the surrounding area is prohibited.
3. I understand that if any of the above rules are not followed prior to the function; the Association can revoke my reservation. If the above rules are violated at any other time, it will prohibit any future reservation of the room by me.
4. I understand that I am responsible to provide the guard gate with a complete list of the non-resident guests that will be attending my function. Furthermore, entrance may be refused to persons whose names are not on the guest list.
5. The association may impose additional conditions on my use of the room at the discretion of its agents.
6. The association requests that L'Osteria has first right or refusal on all catered parties.

The fee for use of the Town Center is as follows: Use of the Downstairs is \$150.00; use of the Upstairs is \$100.00 fee for both areas is \$250.00. Also required is a damage deposit in the amount of \$500.00 payable with a separate check. All fees are due at the time of reservation. Checks should be made payable to Village Walk HOA and should be submitted as 2 separate checks (damage deposit and room fee). I agree to leave the room in as good or better condition as I found it. At the conclusion of my function Village Walk Homeowner's Association, Inc. (Association) is authorized to subtract from my damage deposit any cost of cleaning or repair that is necessary due to my function. If cleaning or repairs exceed the damage deposit I agree to reimburse the Association the difference within ten days.

Tablecloths:

I also request to use tablecloths; _____ea Round _____ea Oblong 6' _____ea Oblong 8'.

I understand and agree to the following rules:

1. I will accept responsibility for any damage to the tablecloths, by my guests, or myself and agree to immediately rectify or pay for the damage in full.
2. I agree to return each cloth cleaned and folded.

The fee for use of the tablecloths is as follows: \$2.00 ea. Also required is a damage deposit in the amount of \$20.00 payable with a separate check. All fees are due at the time of reservation. Checks should be made payable to Village Walk Activities and should be submitted as 2 separate checks (damage deposit and rental fee). At the conclusion of my function Village Walk Activities/Homeowner's Association, Inc. is authorized to subtract from my damage deposit any cost of cleaning or replacement that is necessary due to my use of the tablecloths. If cleaning exceeds the damage deposit I agree to reimburse the Activities Committee the difference within ten days.

1. Keys may be retrieved the day before your event or the Friday before the weekend of your event. Keys will be returned to the Town Center Office the next business day following your event. Keys are your responsibility, if lost or stolen you will be required to pay for locksmith services and for duplicate keys. Your deposit will be held and you will be invoiced the difference.

(INITIAL)
Key set will consist of (3) keys. Trash, Town Hall, and A/C.

2. The Room(s) must be left clean the day of your event. _____
(INITIAL)

- All Trash must be brought to the dumpster.
- All room(s) used including the kitchen must be vacuumed.
- All Dishes must be washed, dried, and returned to the appropriate cabinet in the kitchen.
- All pot holders, washcloths, and dish towels must be washed and returned the next business day.
- All counters should be wiped clean.

3. I agree not to tape, tack or nail anything to the doors, window frames or walls. _____
(INITIAL)

4. I understand that open flame candles may not be used. _____
(tea lights/votives are acceptable) (INITIAL)

5. I also understand that I am responsible for providing my own plates, silverware, glasses, and serving dishes. _____
(Initial)

****Please Note: All Village Walk Activities Items Are Not Available for Resident Event Use.****

I UNDERSTAND THAT MY \$500.00 REFUNDABLE DEPOSIT WILL BE USED IF NEEDED TO REPAIR OR REPLACE ANY DAMAGE THAT IS DONE TO THE ROOM (S), WALLS, CARPET, FURNITURE, FIXTURES, OR EQUIPMENT I USED FOR MY EVENT. FURTHERMORE, I UNDERSTAND THAT REFUND OF MY DEPOSIT WILL BE AT THE DISCRETION OF THE TOWN MANAGER AND/OR OFFICE STAFF.

(INITIAL)

Please note that we cannot guarantee your room will be set-up to your specifications on weekend reservations; however we will have tables and chairs available. We also cannot guarantee set-up at the resort pool location.

VILLAGE WALK OWNERS SIGNATURE/DATE

PRINT FULL NAME

ACCEPTED BY VILLAGE WALK ACTIVITIES REPRESENTATIVE/DATE