

LIVE OAK PRESERVE ASSOCIATION, INC.
9401 Oak Preserve Boulevard
Tampa, FL 33647
813-994-0591

PHONE (Home) _____ (Work / Cell) _____

DATE OF REQUESTED RESERVATION: _____

THE FUNCTION TO START AT: _____ (a.m. / p.m.) / TO END: _____ (a.m. / p.m.)

PURPOSE OF FUNCTION:

NUMBER OF ATTENDEES: _____ (maximum capacity is 50 persons)

I understand that I have been granted use of the Live Oak Preserve Clubhouse on the above stated date and time, subject to the following terms and conditions.

1. **This is a Private Event and it is NOT open to the Public.** Resident agrees to provide a copy of the invitation to the event and a List of Invitees at least 24 hours before the event.
2. Live Oak Preserve Association Inc. (the "Association"), its agents, employees, members, Board of Directors, Officers, and Greenacre Properties, Inc., and their representatives collectively ("Agents") will in no way be liable for loss, damages, or injuries to any resident or guest in connection with this event. **Resident shall indemnify the Association and Agents and hold them harmless from any and all claims which relate or refer in whole or in part to the Resident's use of the Clubhouse or activities which relate, refer or arise out of such use, in whole or in part, even if such claim arises out of the Association or Agents gross negligence.**
3. Resident assumes full responsibility for any loss or damages caused to the premises and property of the Association, or the person or property of any other resident or guest, as a result of the use of the clubhouse or surrounding areas.
4. Resident agrees to return the premises in the same condition it was received and is responsible for removing and disposing of all trash and garbage created as a result of this activity.
5. Resident agrees to be fully responsible for maintaining an orderly function and will allow no illegal activity on the premises will comply with all governmental laws, rules, regulations and ordinances and will refrain from loud and annoying activities that may disturb surrounding residents or other clubhouse guests.
6. Resident agrees and understands that the use of this facility is granted for residents only and may not be reserved for a non- resident of Live Oak. The resident must also be present for the entire duration of the function.
7. Reserved area consists of main clubhouse and kitchen area only. **The Pool is not part of the**
8. **reservation**
9. Available rental hours are from 10:00 a.m. to 9:00 p.m.
10. Ten (10) day minimum advance reservation requested for reservation of the clubhouse. Deposit and fee checks must accompany the reservation form. All checks will be cashed upon receipt.
11. Parking is limited. If a large number of guests are expected, resident may be required to obtain professional assistance for guest parking. Parking on the grass and in front of homeowners' residences is strictly prohibited.
12. Resident will be required to notify all guests of the policies and procedures for entrance into the community and will need to make arrangements to allow entry to the community on the date of the event.
13. Resident agrees and understands that an adult **MUST** supervise all functions, (including functions at which minors are present).
14. In all instances, the Association resident who reserved the clubhouse must be present at all times while the clubhouse is in use under this Agreement.

14. COST TO RENT THE FACILITY: \$200 for 0-50 people. NONREFUNDABLE Fee covers 5 hours. Any set-up and clean-up time is included in the 5 hours, so plan accordingly. **You will not be permitted to set-up until your reservation time begins.** There will be a fee of \$25 for each additional reserved hour.
15. Management / clubhouse staff will not provide set up.
16. The use of propane, charcoal, or other barbecue grills is prohibited in the clubhouse, patio, or pool deck area.
17. If using a caterer, you must obtain a certificate of insurance from the caterer which lists the Association as an additional insured. All food and provisions must be removed at the end of the function. All trash **MUST** be removed and disposed of by the caterer or resident and not left at the clubhouse, kitchen, or surrounding trash cans. Dumpster in parking lot may be used for trash.
18. The Swimming Pool, Fitness Center and Billiard Room are not part of the clubhouse reserved for private party consideration. These parts of the building must remain open for other residents' use.
19. No decorations are to be tacked or nailed into any wall or ceiling surfaces.
20. There is **NO ALCOHOL** permitted in or around the clubhouse.
21. The area is monitored by cameras.
22. No furniture is to be moved in clubhouse.
23. The clubhouse may not be reserved more than 60 days in advance.
24. Table cloths are required on dining tables.

PAYMENT/DEPOSIT REQUIRED:

\$200 for a maximum of 50 people. NON-REFUNDABLE use fee covers 5 hours (plus \$25 for each additional reserved hour) a \$165.00 sanitizing fee paid via money order, AND a \$500 refundable deposit paid via check. Both the money order and the check should be made payable to: "Live Oak Preserve Association, Inc." Deposit check will be refunded upon inspection of the clubhouse to ensure that it has been left clean and orderly, all inventories accounted for, and all rules have been complied with and the key has been returned. Balloons are allowed however if they are not securely tied and float to the ceiling there will be a fee of 42.50.

I AGREE TO ALL TERMS AND CONDITIONS FOR THE USE OF THE LIVE OAK PRESERVE CLUBHOUSE AND FULLY UNDERSTAND THAT I AM RESPONSIBLE FOR ANY AND ALL DAMAGES CAUSED OR INCURRED BY MYSELF OR MY GUESTS.

Upon entering the clubhouse on the day and time of my reservation, I will have my copy of the rental agreement and photo identification available for the clubhouse monitor to verify that I am a resident of the Association.

If at any time, it is revealed that I reserved the clubhouse for a non-resident of the Live Oak Preserve then I understand that the full amount of my \$500 deposit will be forfeited to the Association for not following the rules as agreed (no exceptions).

If I exceed the number of guests at my function, I understand that I will forfeit my deposit and pay the difference in the amount set forth above.

Any Association agent can either remove a person or terminate a function at any time at their discretion, should someone from the function be discovered breaking the rules listed on this form, Association governing documents, any government law, rule, regulation or ordinance. law.

Resident's Signature	Date
Resident's Community Address	
Resident's Printed Name	Check # - Deposit
Money Order # - Use Fee	Date Deposit Returned

Comments: _____

PRE AND POST INSPECTION

CLEAN UP/EXIT CHECK LIST

- **FURNITURE AND PLANTS MAY NOT BE MOVED**
- Clean refrigerator
- Clean sink area
- Remove all rubbish from Clubhouse and place in outside dumpster
- Wipe any and all spillage (with clean water)
- Remove any stain(s)
- Tables and chairs must be in their original positions
- Return any borrowed tables and chairs to the outside storage room
- Sweep floors
- Clean tables and countertops. **Tablecloths must be used on all the tables.**
- Mop floors
- Remove all lawn signs, posters, balloons and other notices
- **No decorations are to be attached to the walls or glass doors.** Any other decorations must be removed at the end of the gathering.
- Clean tinted glass doors with window cleaner provided by the Clubhouse
- Clubhouse will supply all cleaning materials but they must be **returned**

Please put the Clubhouse back to the condition that it was found in. Clean up is NOT part of your agreement/payment. Not doing so will result in the forfeit of your deposit.

I have read the cleanup check list and hereby agree to all of the above terms and will be fully responsible for compliance with all of the above.

DATED: _____

OWNER SIGNATURE: _____

ADDRESS: _____

PRE-INSPECTION COMPLETE: _____

POST-INSPECTION COMPLETE: _____

DAMAGE: _____

INVENTORY CHECK: CHAIRS-_____ TABLES- _____

****PLEASE OPEN THE GATES AT THE DUMPSTER TO DISPOSE OF TRASH.
DO NOT THROW TRASH BAGS OVER THE FENCE.**