

SAND LAKE POINT HOMEOWNERS ASSOCIATION, INC.
Clubhouse Reservation Form

Reservation made by:

First Name

Last Name

Street Address

Telephone Number

Event date: _____ Type of Event:

Starting Time: _____ Ending Time: _____ Approximate number of guests:

For use by Artemis Lifestyles:

Key/Card Number _____ Mailed/Picked up Delivered on _____ Key/Card Returned on _____

The Clubhouse is reserved for the social, non-commercial use of Sand Lake Point homeowners and residents and their guests, by advance reservation only. Only Sand Lake Point homeowners and residents may reserve use of the facilities. **An adult Sand Lake Point homeowner or resident must attend the event and be responsible for it.** Events at the Clubhouse are subject to the following rules and regulations:

Single-Use Events:

Reserving the use of the clubhouse for a single event requires advance payment of a **\$30.00 non-refundable use fee**. If an event requires additional structures to be placed on the grounds such as tents, canopies, tables, corrals, display booths, etc., an additional **\$75.00 non-refundable use fee** must be paid in advance. **For each event, a security deposit of \$150 must be paid in advance. The security deposit will be refunded only when the terms and conditions of these rules and regulations have been met.** Any non-compliance may result in the forfeiture of all or part of the security deposit and may result in additional charges and financial obligations as hereinafter described.

Recurring Events:

Reserving the use of the clubhouse for a recurring event is available Monday through Thursday. It requires prior approval by the Board of Directors of the Sand Lake Point Homeowners Association on an annual basis. It also requires advance payment of a **\$15.00 non-refundable use fee per event date**. If any recurring event requires additional structures to be placed on the grounds such as tents, canopies, corrals, tables, display booths, etc., an additional **\$35.00 non-refundable use fee per event date** must be paid in advance. For a recurring event, **a security deposit of \$150.00 must be paid in advance**. Any non-compliance may result in the forfeiture of all or part of the security deposit, and may result in additional charges and financial obligations as hereinafter described. If all or any part of the security deposit is used for damage repair, for furnishings or equipment replacement, or for cleaning after an event, the security deposit must be replenished to the full amount of \$150.00 before any further recurring use of the clubhouse or grounds is allowed. **The security deposit will be refunded only when the terms and conditions of these rules and regulations have been met and the recurring event is terminated.** The Board of Directors of the Sand Lake Point Homeowners Association reserves the right to postpone or reschedule any scheduled recurring event date with not less than a 14-day notice, and may cancel any scheduled recurring event date without prior notice if unsafe or unsanitary conditions exist at or around the clubhouse.

SAND LAKE POINT HOMEOWNERS ASSOCIATION, INC.
Clubhouse Reservation Form

Community Service Events:

The Clubhouse use fee for Community Service events (either single-use or recurring) conducted for the purpose of enhancing the safety, security, or overall quality of the Sand Lake Point Community and surrounding communities, may be reduced or waived at the sole discretion of the SLP Board of Directors. Requests for reduction of the event fees shall be formally transmitted to the Board of Directors via Artemis Lifestyles. The Board of Directors will review the request for fee reduction at the next scheduled Board of Directors meeting.

- **User Fee: \$30.00** Check # _____
- **Security Deposit: \$150.00** Check # _____
- **Other Fee \$ _____** Check # _____

All Events:

1. Reservations will be accepted in the order that completed forms, fees and deposits are received by Artemis Lifestyles, Attn: Kim Budsberg, 1631 E. Vine St. Suite 300, Kissimmee, FL 34744. Reservations should be sent to that address not less than one week in advance of the event date.
2. Setup and preparations may begin earlier than the “starting time” indicated above, and cleanup may continue up to two hours later than the “ending time” indicated above.
3. Nothing may be attached to the walls of the clubhouse other than signs, banners, balloons and decorations that are attached to the tack strips mounted on the walls. Any damage or marking on a wall shall result in the automatic forfeiture of the entire security deposit and may result in additional charges for repairs and repainting the entire wall.
4. Sound, including music, during the event must not be so loud as to annoy or be a nuisance to homeowners and residents. Written complaints from homeowners or residents about noise or behavior at the event may result in the forfeiture of all or part of the security deposit.
5. An adult must accompany children under 18 years of age when in the clubhouse.
6. Vehicles, including trailers, may be parked only on the asphalt parking area in the common areas around the clubhouse. Vehicles must not be parked on the grass, on the street, on sidewalks or in driveways. Vehicles in violation may be towed without notice at the owner’s expense.
7. If alcoholic beverages are to be served during the event, evidence of host liquor liability insurance must be given to Artemis Lifestyles at least one week prior to the event and the Sand Lake Point Homeowners Association must be named as an additional insured on the policy in connection with the event. In the absence of host liquor liability insurance coverage, alcoholic beverages are prohibited.
8. Smoking is prohibited in the clubhouse.
9. Use of the clubhouse for the event must not prevent other homeowners and residents from using the tennis courts, boat ramp and boat dock during the event.
0. There shall be no damage to the clubhouse, or its furnishings, equipment or appliances caused by persons attending the event. In the event of damage, or of disappearance of furnishings or equipment, all or part of the security deposit may be applied toward the cost of repair or replacement. If the cost of repair or replacement exceeds the amount of the security deposit, the person whose signature appears below agrees to pay the difference between the amount of the security deposit and the actual cost within 30 days after the event.
 1. Trash, garbage and refuse must be removed from the clubhouse and common areas within 2 hours following the “ending time” noted above.
 2. Equipment, furniture and items not owned by the Sand Lake Point Homeowners Association but provided for the event must be removed from the clubhouse and common areas within 24 hours following the “ending time” noted above.

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Clubhouse Reservation Form

13. Keys to the clubhouse and parking access cards may be not copied or duplicated. All keys and cards must be returned to Artemis Lifestyles, within 3 business days after the date of the event. Failure to return a parking access card or clubhouse key within 3 business days after the date of the event will result in forfeiture of portion of security deposit in the following amounts: parking access card \$25.00; clubhouse key \$20.00.

14. Lights, fans, air conditioning or heating used during the event must be turned off, and doors must be closed and locked, within 2 hours following the "ending time" noted above.

15. Parking access cards must not be affixed to or remain on the card reader. Violation of this rule shall result in the automatic forfeiture of the entire security deposit, and may result in additional charges for repairs to the access card system.

16. PLEASE NOTE THAT ADULT SUPERVISION IS REQUIRED FOR ALL KIDS' EVENTS!

Curfew and Quiet Time hours for the clubhouse, dock, community area and common area are as follows:

Curfew: for scheduled events: until midnight. (All other times: dusk to dawn)

Quiet Time: for scheduled events: 11:00 p.m. until midnight.

Quiet Time means that all outside noise must end, including but not limited to music, loud speaking, skateboarding, basketball, tennis, and any unnecessary noise from cars, boats and trailers. Scheduled use of the clubhouse can continue until midnight so long as the noise is contained indoors after 11:00 p.m.

Curfew means that use of the clubhouse or grounds is not permitted between the hours of sunset to sunrise. The only exception is a scheduled event on the Sand Lake Point common grounds through Artemis Lifestyles.

Except for events scheduled through Artemis Lifestyles, anyone trespassing during the curfew hours will be subject to arrest and prosecuted to the fullest extent of the law. Homeowners and residents are within their rights to contact the Sheriff's Department if they see or hear improper or illegal activity at the clubhouse area. Deputies have the authority to remove any persons found to be in violation of the Quiet Time or Curfew Hours.

I agree to abide by the above rules and regulations governing the use of the clubhouse and grounds. I take full responsibility for the actions of my guests and myself and I will be in attendance during the event. I hereby indemnify and hold harmless the Sand Lake Point Homeowners Association, Inc. its officer and directors and Artemis Lifestyles, and its employees from any and all liability that might arise as a result of the event, including any consequences of alcoholic beverages being involved with the event.

Please check the appropriate box and initial the following;

• Alcoholic beverages will not be consumed on the Clubhouse property during this event.
_____ Initials

• Evidence attached of host liquor liability insurance certificate. _____ Initials

(Refer to item 7 on page 2 of this Use Agreement)

Print/type name: _____ Phone: _____

Signature: _____ Date: _____

User Fee: \$30.00 **Check #** _____ | **Security Deposit: \$150.00** **Check #** _____
 Other Fee \$ **Check #** _____