

Spring Ridge Clubhouse Rental Fees

- ◆ During Clubhouse Hours: Party must begin & end during clubhouse hours, incl. decorating & clean-up.
Rental fee: \$25.00 plus 6.0% sales tax = \$26.50 for up to 5 hours
- ◆ During Non-Clubhouse Hours: Party must begin & end including decorating & clean-up.
Rental Fee: \$50.00 plus 6.0% sales tax = \$53.00 for up to 5 hours
- ◆ Early Set Up: Gives residents 1 extra hour to decorate or set up prior to party.
Arrangements must be made with clubhouse manager.
\$ 5.00 plus tax during clubhouse hours
\$10.00 plus tax during non-clubhouse hours
- ◆ Full Day Rental - Clubhouse rental for a full day during clubhouse or non-clubhouse hours. Slot would be for a 10 hour period and would have to conclude by 11 pm including early set up, decorating & clean-up time.
Rental Fee: \$75.00 plus 6.0% sales tax = \$79.50 for up to 10 hours

A \$150.00 SECURITY DEPOSIT APPLY'S TO ALL BOOKINGS

SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT CLUBHOUSE PRIVATE PARTY AGREEMENT

PART I: PLEASE READ FULLY AND KEEP FOR FUTURE REFERENCE

1. Homeowners and Residents of Spring Ridge may reserve the clubhouse for private parties. Reservations for private parties will be strictly on a first come, first served basis. CDD/HOA-sponsored functions have precedence over selection of dates. Homeowners and Residents who reserve the clubhouse for a private party (hereinafter referred to as Resident-host) must provide Spring Ridge CDD (hereinafter referred to as the CDD) with a damage security deposit of \$150.00 in addition to the Rental Fee. The Resident-host must pay for any post-party cleaning necessary. Reservations may not be made more than three (3) months in advance.
2. Resident-host must sign and return a Private Party Agreement (Part II) a minimum of 2 weeks in advance of the private party, and must comply with all the terms herein.
3. This agreement is for the rental of the private room in the clubhouse. Pool, pool deck, pool furniture cannot be reserved.
4. Amount of Guests for Non-Pool Parties is a maximum of 40. Parties that are booked with the intention of guests using the pool are limited to a 15 guest maximum.
5. The clubhouse may be reserved for most commercial purposes at the discretion of the clubhouse manager. Included in the term "commercial purposes" are: fund-raising events other than those sponsored or sanctioned by the CDD/HOA, merchandise parties (Tupperware, jewelry, etc.), and business events.
6. A homeowner or resident who reserves the clubhouse for a private party must be the host of that function. The facility may not be used for private functions hosted by non-residents, even if the Private Party agreement is signed by a resident. The resident must be present during the private party at all times. The Resident-host of a private function will be held fully responsible for the conduct of his or her guests while they are within the Spring Ridge CDD community. The resident is the only person who can pick up the key and return the key to the clubhouse.
7. Reservation must be made at least 2 weeks prior to the event and can only be booked if clubhouse is available.
8. Private parties held in the clubhouse will be limited to five (5) hours. Decorations, rental furniture or equipment may be set up no earlier than the date of the private party. **Decorations may not be placed on clubhouse walls or ceilings by any means (i.e. tape, tacks, etc.).** Removal of decorations, rental furniture & equipment must take place immediately following the event.
9. Resident-host shall be responsible for the actions of all caterers; entertainers etc. hired for his/her private party, as well as the clean-up and disposal of food waste and trash, and other debris. Any furnishings moved must be put back to their original positions immediately following the party. **There are no facilities for cooking other than those in the clubhouse kitchen area.** Furnishings may not be removed from the clubhouse without the specific approval of the Clubhouse Manager.

10. **Alcohol is not permitted in the clubhouse or pool area. Any evidence of alcohol WILL result in forfeiting the \$150.00 Security Deposit to the District.**
11. **Smoking is not permitted in the clubhouse or on the swimming pool deck.**
12. Sound producing equipment, including stereo music, disc jockeys, and live bands, is not permitted beyond 10:00 p.m., nor will it be permitted if it creates a disturbance to neighboring homeowners.
13. All private parties must conclude by 11:00 p.m., this includes clean-up time.
14. Prior to leaving the clubhouse, Resident-host is responsible to secure/lock all entry doors. Security Alarm must be set with code given by clubhouse Manager. **Failure to secure/lock all entry doors will result in forfeiture of the security deposit.**
15. Resident-host must provide the CDD with a refundable damage security deposit. The deposit will be administered, and returned, as follows:
 - **At the time of event booking , the Resident-host must provide the CDD with the appropriate usage fee of \$25.00, \$50.00 or \$75.00 plus tax (see above for pricing list). Not less than three (2) days prior to a private event, a security deposit of \$150.00 must be provided.** The usage fee and deposit checks are to be made payable to *Spring Ridge CDD*. The security deposit check will be held in the CDD office until after the party. In instances when the damage deposit is not received when due, the private party will be deemed canceled.
 - **ANY EVIDENCE OF ALCHOL CONSUMPTION WITH IMMEDIATELY FORFEIT THE ENTIRE SECURITY DEPOSIT.**
 - Resident-host is responsible for clean up after a private party, including vacuuming carpet, mopping floors, cleaning tabletops and counters, etc. as may be necessary. Garbage is not to be left in the clubhouse overnight. The Clubhouse Manager will then determine if the cleaning performed was adequate. This determination will be made as soon after the party as possible.
 - If there were any damages to the facility, including carpet and upholstery stains, or if additional cleaning is required, the CDD will have the damages repaired and/or cleaning services as may be required and the Resident-host will be responsible for payment of all associated charges.
 - Prior to leaving the clubhouse, Resident-host is responsible to secure/lock all entry doors.
 - Within approximately ten working days following a Private Party function, the CDD will provide the Resident-host with bills for any damage repairs or cleaning services. The Resident-host will make prompt payment of those charges. As soon as payment of those charges is confirmed, the damage deposit check will be marked "void" and returned to the Resident-host. Should the Resident-host not pay the post-party charges within fifteen (15) days of receipt of the bills, the CDD will deposit the \$150.00 damage deposit, pay all post-party charges, and refund the difference to the Resident-host.
 - Should the cost for damage repairs to the facility exceed the Resident-host's \$150.00 deposit, the Resident-host will be informed of the overage and be required to promptly and fully pay the difference to the CDD. The CDD will pursue all means available to collect excess costs that are not paid within thirty (30) days after written notification to the Resident-host by the CDD.

_____ Resident Host Initials and Date	_____ CH Manager Initials and Date
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CLUBHOUSE PHONE #
352-597-0605

SANDRA'S CELL
352-263-3842

Keep this Part I sheet for your reference. The attached Part II must be completed and returned to the CDD.

PART II — PLEASE COMPLETE AND RETURN THIS SHEET

Please fill in the requested information completely, sign where indicated, and return the completed form to the Clubhouse Manager.

Your Name: _____

Address.: _____

Contact: Home _____ Work _____ Cell _____

Email _____

Intended Purpose of your Private Party: _____

Requested Date of your Private Party: _____

Beginning Time: _____

Ending Time: _____

Pool Use: Will your guests be using the pool? Yes__ or No__

PLEASE NOTE: Maximum number of guests: 40 for NON POOL PARTIES, POOL PARTIES HAVE A MAXIMUM NUMBER OF 15 GUESTS)

Maximum Number of Guests: _____

If you intend to use the services of a Caterer, Entertainers, Rental Equipment or furniture, etc., please provide the name and telephone number for each: Note: All service providers must be licensed and insured with a 1 million dollar policy in liability and personal injury. A letter from the service provider must be submitted to clubhouse manager confirming insurance.

① _____

By signing below, the Homeowner/Resident hosting the Private Party, acknowledges that he/she has read, understands, and agrees to comply with all the terms and conditions contained in this Private Party Agreement. IT IS FURTHER UNDERSTOOD AND AGREED THAT IN THE EVENT ANY OF SUCH TERMS AND CONDITIONS ARE VIOLATED, ALL OR A PORTION OF THE SECURITY DEPOSIT TENDERED UNDER THIS PRIVATE PARTY AGREEMENT MAY BE FORFEITED AT THE DISCRETION OF THE BOARD OF SUPERVISORS SUBJECT TO THE NOTICE AND REVIEW PROCEDURES REQUIRED BY APPLICABLE LAW.

Signature, Resident-host: _____

Signature, Resident-host: _____

Date signed: _____

*Do Not Write Below This Line
To be completed by the Clubhouse Manager*

User Fee Received: No ___ Yes__ Amount : \$25 \$50 \$75 Ck #|_____ M/O _____ CrCd_____

Security Deposit Fee \$150.00 Received: No ___ Yes__ Ck #|_____ M/O _____

*Do Not Write Below This Line
To be completed by the Clubhouse Manager*

Approval of Private Party Reservation

Approved: _____

Date: _____

Title: _____

User Fee Received: Yes ___ Please Circle Amount \$25.00 \$50.00

Damage Security Deposit Received: Yes ___ No ___

CHECKLIST — To be completed by CDD Representative:

Availability of requested date has been scheduled/verified on calendar By: _____

Security deposit check of \$150 to CDD received Date received: _____

After party inspection performed Date inspected: _____

Entry doors secured/locked Date inspected: _____

Additional cleaning required? (✓ if yes and order service)

Damages to facility? (✓ if yes and order repairs)

Charges for cleaning/damages sent to Resident-host Date mailed: _____
(Include cover form letter)

Deposit check returned to Resident-host Date returned: _____
(after confirmation that any charges due have been paid)