

Venetian on the Ortega Clubhouse Reservation
The Venetian on the Ortega Luxury Condominium Association, Inc.

Name: _____ Phone #: _____

Unit #: _____ Owner: _____ Tenant: _____

New Resident/Tenant registration must be on file prior to reservation approval on non/Owners.

- Clubhouse may not be reserved for a time period more than (4) hours.
- Clubhouse must be vacated by 10:00 p.m. weeknights/ 11:00 p.m. weekends.
- Clubhouse may not be used for any commercial purpose.

Time:

Date: _____ **From:** _____ (AM)(PM) **Until:** _____ (AM)(PM)

MAX FOUR (4) HOURS

Use/Function: _____ Number of Guests: _____

Deposit Received by: _____ Check #: _____ (\$250.00) Check #: _____ (\$25.00)
Deposit Fee

All deposits and fees are to be made payable in two separate checks to: Venetian on the Ortega Luxury Condominium Association, Inc. One check shall be in the amount of Twenty-five dollars (\$25.00) for rental. One check in the amount of Two hundred and Twenty-five dollars (\$250.00), which shall be returned upon inspection of the Clubhouse to ensure that all trash has been removed, the Clubhouse is in a cleaned and undamaged condition.

Date of Deposit Check(s) Returned: _____ **By:** _____

Company Functions-Certificate of Liability Required

A Certificate of Liability with limits of at least \$500,000/\$1,000,000, naming Venetian of the Ortega Luxury Condominiums Association, Inc., as additional insured must accompany this reservation request.

The undersigned agrees to the terms and conditions for use of the Clubhouse, as provided on the attached and within the governing documents of the Association. All reservations must be accompanied by **Deposit** and **Certificate of Liability** (if a company function), and must be signed by an agent of the Venetian on the Ortega Luxury Condominium Association, Inc., "Venetian" to be confirmed.

Applicant Signature

Applicant Name (please print legibly)

_____ (904) _____
Date (contact phone)

The Venetian on the Ortega Luxury Condominium Assn. Inc.

Terms and Conditions

When executed, the application becomes a revocable license to use the designed facility on the terms set forth below on the times and dates provided.

- Applicant indemnifies and holds the Venetian, its agents, officers and directors harmless from and against any loss, claim, cost or damage resulting from applicants' use of the facility or applicant's members, invitees or other in fact using the facility with applicants' express or implied permission.
- Applicant, for itself and its members, officers, directors, and employees hereby waives and releases the Venetian from any and all claims and causes of action arising from the use of the facilities.
- Applicant agrees to abide by all **Rules and Restrictions** issued by the Venetian regarding facilities. Applicant further agrees that all activities at the facilities will be consistent with the explicit use of the facility, and will be supervised at all times by the applicant or another responsible party named in writing.
- Applicant's privileges under this license are not assignable or transferable. Applicant agrees to notify the Community Manager in the event applicant determines that the facilities will not be used during the scheduled hours.
- Applicant agrees to remove all equipment, property, trash and debris from the facilities after each and every use. Trash must be disposed of in designated trash refuse areas (dumpsters).
- Applicant agrees to immediately report, in writing to the Venetian, any unsafe condition found in the facilities. Applicant also agrees to provide the Venetian with a written report of any injury to persons or property damage occurring in or about the facilities during the time the applicant is entitled to the use of the facilities.
- Applicant agrees not to bring upon any property owned by the Venetian any person who has been convicted of a felony or who is listed on any sexual offender registry or other similar type list, or who uses illegal drugs or abuses alcohol or drugs of any type. Applicant agrees that they shall conduct back ground checks and drugs test of all employees of applicant who will be on or about the facilities or premises to assure its compliance with this section of the **Terms and Conditions**. NO illegal drugs shall be permitted on the premises or facilities being used.
- Applicant agrees to report any problems at the facilities immediately to **the front office** at (904) 317-3259 so as not to be assessed for damaged or unclean facilities left by an earlier group.

Applicant Signature

Applicant Name (please print legibly)

Date: _____ Phone #: _____
(Contact phone)

CHECK LIST

To be completed upon conclusion of event

DOOR CODE

_____ The door code will be provided to the leasee prior to the event and must be kept confidential. Code is only good for the day of the event. Ensure all three doors are locked after the event and the clubhouse is cleaned.

CLUBBOUSE

- _____ Vacuum floor, mop tile
- _____ Remove all balloons and party decorations
- _____ Empty trash cans and replace trash liners in trash cans
- _____ Clean all countertops
- _____ Push icemaker lever to stop the ice and leave refrigerator dial at low setting
- _____ Refrigerator shall be emptied and cleaned of debris outside and inside
- _____ Ensure sink faucet is fully turned off
- _____ Leave the A/c thermostat at 85 degrees
- _____ Turn off all lights
- _____ Secure all locks
- _____ Collect and bag all trash and place it in outside, covered trash can. If trash cans are filled, take trash to dumpster. Replace trash can liner.

CLUBHOUSE PATIO

- _____ Arrange tables and chairs in orderly manner
- _____ Clean all tabletops and countertops.
- _____ Clean and properly wipe down all tables and chairs
- _____ Clean areas under and around tables and chairs. If hose is used, ensure it is properly turned off and returned to proper place

BATHROOMS

- _____ Check to see that things are in the same condition as when you arrived

POOL DECK

_____ Return pool furniture to original location, clean any spills or messes. Pick up all trash and debris from event. Members and guests must follow all pool rules as posted.

Applicant

Date

Rules and Regulations for Clubhouse Use

1. Guest Parking is available in any NON-NUMBERED space on a first come, first serve basis.
2. Swimming pool and deck may not be reserved in conjunction with any party.
3. No live bands or disc jockeys are permitted in the clubhouse or pool deck.
4. Personal stereo systems will be allowed provided the volume does not affect the quiet enjoyment of any resident.
5. Clubhouse capacity is 25 people.
6. Deposit will be refunded within 48 hours of receipt of check list provided property is found to be in a clean and undamaged condition and in accordance with the provisions of this reservation form.
7. Applicant is responsible for any damage to any furnishings and/or furnishings missing from clubhouse. Applicant is responsible for all cleaning of the clubhouse.
8. Any charges for damages, cleaning or failure to lock the clubhouse at the conclusion of event will be taken from the deposit.
9. PETS ARE NOT PERMITTED in the clubhouse or pool area.
10. SMOKING IS NOT PERMITTED in the clubhouse.
11. ALCOHOL IS NOT PERMITTED in the clubhouse (unless Owner provides a Host Liquor License) or pool area.
12. The clubhouse is available to owners and current residents only. Residency is verified by the presence of Resident/Tenant Registration package on file with the Property Manager.
13. The owner/resident must be present at the event.
14. The resident agrees to be responsible for actions and behaviors of guests and to return the clubhouse to a clean and undamaged condition. Any loss or damage in excess of the clubhouse deposit is the liability of the owner/resident and the signature below guarantees reimbursement to the Venetian on the Ortega Luxury Condominium Association, Inc.
15. All reservations must be made a minimum of ten (10) days in advance of function.
16. All deposits must be received ten (10) days in advance to hold reservation. If deposits not received, reservation will not be held and may be given to another resident.

For Members to receive their total deposit, the checklist must be returned within 48 hours from conclusion of event. Checklist shall be deposited in the drop box located at the front office or returned to:

Joan Jarosz
Venetian on the Ortega
5375 Ortega Farms Blvd
Jacksonville, FL 32210

I have read and fully understand and agree to the above rules and regulations.

Applicant Signature

Date