

MALLORY CREEK HOMEOWNERS' ASSOCIATION
Clubhouse Porch and Open Green Space Reservation Form

Return this completed form, insurance information and damage deposit check to:

Mallory Creek HOA, c/o Property Manager
1221 S. Jeaga Drive, Jupiter, FL 33458
Dropbox is located on the west side of the Clubhouse

All activities for the outside area involve the following fee requirement:

\$250 Refundable Damage Deposit (*Made payable to Mallory Creek HOA*)

All rental fees are due in full at the time of reservation. Returned checks will be charged a fee of \$30.00. A returned check will result in all future rental deposits being accepted by money order only. All vendors are required to submit complete documentation at least one week in advance to hold the rental space. Space is reserved on a first come, first served basis once all information and documents have been provided.

PROPOSED FUNCTION: _____

DATE AND TIME OF FUNCTION: _____

EXPECTED NUMBER OF GUESTS: _____ (maximum guests allowed **25 at any given time**)

RESIDENT RESPONSIBLE FOR RENTAL: _____

RESIDENT ADDRESS: _____

RESIDENT PHONE NUMBER: _____ CELL: _____

VENDORS TO BE USED ON SITE:

(1)

(2)

(3)

WILL YOU BE PROVIDING A BOUNCE HOUSE, WATER SLIDE OR ANY OTHER ACTIVE

ENTERTAINMENT FOR YOUR EVENT? Yes: _____ No: _____ Initials: _____

IF YES, WHAT TYPE OF ENTERTAINMENT? _____

WILL YOU BE PROVIDING ALCOHOL TO GUESTS? Yes: _____ No: _____ Initials: _____

IF YES, WILL YOU HIRE AN OUTSIDE ALCOHOL SERVICE/VENDOR OR WILL YOU BE

PROVIDING IT YOURSELF (BYOB)? 3rd Party: _____ BYOB: _____ Initials: _____

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MANDATORY INSURANCE REQUIREMENTS for each vendor to be used on site, to be provided by Renter:

- (1) Certificate of Current Liability Insurance: minimum of \$1 million coverage, naming Mallory Creek HOA, Inc. as "additional insured".
- (2) Waiver of Subrogation: Insurance must include a "waiver of subrogation" in favor of the named and Mallory Creek HOA, Inc.
- (3) Primary and Non-contributory Designation: Insurance must contain a "primary and non-contributory" designation as to the coverage.

MANDATORY INSURANCE REQUIREMENTS IF BOTH ACTIVE ENTERTAINMENT AND ALCOHOL WILL BE BROUGHT ON SITE:

An additional Event Insurance Policy will be required.

CHECK LIST: PLEASE INITIAL AFTER EACH ITEM BELOW

1. All garbage must be taken off the premises at the end of the event and disposed of properly. _____
2. In the event any furniture is moved, it must be moved back to its original location. _____
3. All events requiring more than 10 parking spaces are required to hire a valet service. _____
4. Homeowners/Residents are responsible for their conduct as well as the conduct of their guests. Courtesy, decorum, good conduct, and safe behavior must be observed. No loud or disorderly conduct. _____.
5. The posting of signs, notices or photos on any common area or clubhouse surface is prohibited. _____
6. Homeowners will observe an 8 p.m. noise ordinance: no outside noise allowed after 8 p.m. _____

TERMS AND CONDITIONS OF RENTAL AGREEMENT

In order to best serve the mutual interest of the renter and the Association, the following agreement is made: The resident accepting the arrangement for the function as stated above will be liable and responsible for the furnishings behind the clubhouse, as well as damages and loss to any element of the clubhouse including but not limited to furniture, fixtures, building structure and equipment for pool, if used. The resident making arrangements acknowledges that any supplies or equipment brought behind the clubhouse are the responsibility of said resident. The Association assumes no responsibility for any loss or damage to said equipment or supplies. **A health permit is required from all caterers. The aforementioned must be on file with the on-site Manager at least one week prior to the event.**

At the conclusion of the event, the clubhouse grounds must be restored to their previous condition, as it was before residents took possession. A representative of the HOA will inspect the area after the event and assess damages, if any. Failure to properly restore the premises will result in part or all of the refundable security deposit being withheld by the Association. Any damages incurred above the cost of the security deposit will be assessed to the resident as an additional charge. The resident assumes all responsibility and agrees to adhere to all city and residential ordinances for noise. Mallory Creek Homeowner's Association Inc. shall not be liable or responsible for any damages arising from the intoxication of any guest(s), or for injury or death to any person(s).

I, the undersigned, agree to the above and accept the terms of the Rental Agreement.

Resident Signature: _____ Date: _____

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VENDOR INFORMATION

PLEASE COMPLETE THIS PAGE FOR EACH VENDOR TO BE USED ON SITE.

TODAY'S DATE: _____ RESIDENT NAME: _____

FUNCTION: _____

DAY/DATE/TIME OF FUNCTION: _____

RESIDENT HOME/CELL NUMBERS: _____

VENDOR NAME: _____

VENDOR ADDRESS: _____

VENDOR CONTACT PERSON: _____ PHONE: _____

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