



CLUBHOUSE RESERVATION AGREEMENT

Please enclose application and mail to:

Qualified Property Management, Inc. 5901 U.S. 19 North, Suite 7D, New Port Richey, FL 34652 Fax: 727-869-9825 Ph: 727-869-9700

Include the following:

- **Completed application (all 3 pages including this one)**
- **Requested and Backup Date in case first is already reserved**
- **Working phone number with voicemail in order to contact you**
- **Two SEPARATE certified checks or money orders made payable to your association.**
- **One for \$50.00 which is non-refundable due when making reservation**
- **One for \$150.00 to be refunded within 5 business days by mail due when making reservation or before event date**

Please allow 4-6 days for us to receive your paperwork and to call you back with a confirmation of your date.

**** REMINDER: THE ASSOCIATION WILL NOT TAKE WALK IN APPLICATIONS. YOU WILL BE INFORMED TO MAIL IN THE APPLICATION IF YOU COME INTO THE OFFICE TO DROP OFF THE APPLICATION****

APPLICATION TO RESERVE THE CLUBHOUSE

Qualified Property Management, Inc.
5901 U.S. 19 North, Suite 7D
New Port Richey, FL 34652
Fax: 727-869-9825 Ph: 727-869-9700

Reservations are not issued from this address so please do not come by for one.

It could take 7-10 days to check out ownership and complete the paperwork. We will hold the date immediately upon receipt of the application. Be sure your phone has voicemail. Please do not come to the QPM Management Offices – we do not issue reservations or dates from there.

NAME OF ASSOCIATION: _____
 (OWNER) NAME: _____ ADDRESS: _____
 (TENANT) NAME: _____ ADDRESS: _____
 HOME PHONE: _____ BUSINESS PHONE: _____
 CELL PHONE: _____ E-MAIL ADDRESS: _____
 DATE OF RESERVATION: _____ HOURS REQUESTED: _____
 NUMBER OF GUESTS EXPECTED: _____ (Maximum of 85)
 PURPOSE OF FUNCTION: _____

 COMMENTS: _____

Clubhouse is available by reservation for the personal use of the residents
 You will be called within 7-10 days with a confirmation of reservation and to schedule the time for opening the clubhouse on the day of the event.

******* Association dues must be current *******

Resident must be present for the entire function
 Clubhouse is not intended for use of Associations, business, clubs, or social groups **outside** the immediate Community

DEPOSIT INFORMATION: Proof of residency is required at time of application (ex: telephone bill, electric bill)

The charge for reservation of the Clubhouse is **\$50.00** due at time of reservation. (NON-REFUNDABLE)
 The security deposit required against damages and/or failure to follow rules **\$150.00** due on or before the day the keys are issued. (REFUNDABLE)

Deposit and fee must be made separately by certified check or money order
 This amount is deposited upon receipt and refunded by check on the ten (10) business day after reservation
 Refund dependent upon approved inspection of the clubhouse by a representative of the Board.
 Mail my refund check to this address:

****NOTICE****

Abuse or violation of clubhouse reservation rules and/or regulations will result in forfeiture of security deposit and may jeopardize future use of clubhouse.

RULES FOR THE CLUBHOUSE

- 1. Association dues must be current**
- 2. NO grills, smokers, or bottled beverages allowed in pool area nor is use of the pool area allowed!**
- 3. NOWET SWIMSUITS ALLOWED IN CLUBHOUSE!** Clubhouse reservation **does not** entitle guests use of the pool
4. Shirts and shoes must be worn at all times
5. Clubhouse hours are: Sunday – Thursday 8:00 A.M. to 11:00 P.M.
Friday & Saturday 8:00 A.M. to Midnight
- 6. Decorations are permitted to be attached to the ceilings or walls with tape but must be removed when event ends**
7. You are required to bring your own cleaning supplies to clean the clubhouse after the function and all garbage is to be removed and disposed of by the renter of the clubhouse.

****NOTICE****

If you lose your key or for any reason are not able to lock the clubhouse after your event, you should contact a locksmith at your own expense to either duplicate the key or lock it the best of his abilities. In addition, you will be responsible for changing the lock again (because no owner is permitted to have access to the clubhouse) and for any administrative costs associated with this. If you leave the clubhouse unlocked, you will be responsible for any and all damages such as vandalism.

****All functions must be chaperoned by an adult. Under age drinking is prohibited****

Rental Information Form

Primary Date I want to use the Clubhouse: _____ 20__

Back-up Date I want to use the Clubhouse: _____ 20__

(CIRCLE ONE) Monday Tuesday Wednesday Thursday Friday Saturday Sunday

SIGNED (OWNER) DATE ADDRESS OF UNIT OWNED/RENTED

During that time, I will be responsible for any damage or vandalism done to the clubhouse, pool and all grounds surrounding the clubhouse by myself or any of my guests. I am responsible for the actions of my guests for the entire time I have the key to the clubhouse I agree to be responsible for any damages done while reserving the clubhouse Damages/cleaning shall not be limited to the amount of the security deposit I am responsible for any damage done to the air conditioner control unit The clubhouse must be in the same condition it was when it was reserved I will lock all doors and windows, and turn off the A/C before leaving the clubhouse.

TO SECURE RESERVATION -- Return completed application to:

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