

Boca Isles South POA
19951 Ocean Key Drive
Boca Raton, FL 33498
(561)477-7334

Clubhouse Rental Application

Resident Address: _____

Resident Name: _____

Phone Number: _____ Email: _____

Event Description: _____

Event Date: _____ Event Time: From _____ To _____ (no later than 12:00am)

Form of Entertainment: _____

- If music is played it must be at a minimum level

Type of Decorations to be used: _____

Name of Vendors (caterer/DJ/Etc) _____

Number of expected guests (maximum of 80) _____

Will there be any need to cook outside the building? _____

For Official Use

Rental Fee Submitted on: _____ **Amount:** _____ **Check #:** _____

Security Deposit Submitted on: _____ **Amount:** _____ **Check #:** _____

Certificate of Homeowner Insurance Submitted on: _____

Vendor Certificate of Insurance Submitted on: _____

Vendor ID submitted on: _____

Authorized to cook outside building _____

Manager Name: _____

Manager Signature: _____ **Date:** _____

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Party Rules and Regulations

PRIVATE PARTIES:

By renting the Clubhouse, you are authorized to utilize the Clubhouse Main Room and Kitchen/Game Room only. The Clubhouse will remain open to Boca Isles South Residents with the exception of the rented areas for your event.

1. A service fee of **Two Hundred Fifty (\$250) dollars** must be paid upon booking the Clubhouse main room. A security guard is provided for up to six hours and is covered by the **\$250** fee. If the party runs over six (6) hours, there will be a charge of **Thirty Five (\$35) dollars** per hour, in half (1/2) hour increments for the security guard. A cancellation fee of Fifty (**\$50**) dollars will be charged if not cancelled prior to thirty (30) days in advance. The maximum number of guests is eighty (80).
2. A security deposit of One Thousand (\$1,000) dollars is required upon booking of each function. This deposit will be refunded within two (2) weeks after the event, provided all inventories are intact, the clubhouse is clean, and no damage has occurred. If there is property damage, the cost of repairs and/or replacement will be deducted from the security deposit or paid out of pocket. The owner/resident renting the Clubhouse main room is responsible for the party preparations, supervision of all guests, and cleanup.
3. **CHILDREN'S PARTIES:** A service fee of **Seventy Five (\$75) dollars** must be paid upon booking the Clubhouse main room for a party for children less than twelve (12) years of age. The hours are to be from 11:00am to 3:00pm and the maximum number of children is fifty (50). At least one adult per each ten (10) children must be present to supervise the party.
4. **TEENAGE PARTIES:** Any party for children between the ages of twelve (12) and eighteen (18) years of age must be under the supervision of an Owner/Resident. If the party is an evening party (see item 7 below), a uniformed off duty Sheriff or Police Officer (not security guard) is required to be provided by the Owner/Resident contracting for the party and must present proof at least 48 hours before the party that the off duty officer will be in attendance during the entire party. The Owner/Resident will be responsible for the enforcement of all Rules and Regulations of the Association.
5. The Clubhouse is the property of Boca Isles South POA and any function held will be conducted in accordance with the documents of the Homeowner's Association.
6. The designated area for parking is the parking lot adjacent to the Clubhouse. If the number of vehicles exceeds the amount of space in the Clubhouse parking lot, then parking will be allowed on the Clubhouse side of Ocean Key Drive between the Enclave and Reserve signs.

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7. **EVENING PARTIES: 5:30PM to 12:00AM**
DAYTIME PARTIES: 9:00AM to 4:30PM
8. The Clubhouse will not be available during the following (but not limited to) Holidays: New Year's Eve/Day, Mother's Day, Father's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving, and Christmas.
9. Reservations may be made no earlier than six (6) months prior to the function, and no later than thirty (30) days prior to the date of the function. Boca Isles South Board of Directors and Committees have priority on the use of facilities.
10. Alcoholic beverages are only allowed on premises within the Clubhouse main room during reserved parties and committee-sponsored parties that are open to all residents. No alcoholic beverages are allowed in any recreational area including, but not limited to: gym, pool, pool deck, cabana area, tennis courts, basketball court, and all game room areas. As per state law, no alcoholic beverages are to be served to anyone less than twenty-one (21) years of age.
11. No smoking is allowed inside any part of the Clubhouse or in any recreational area including, but not limited to: exterior clubhouse entrance, gym, pool, pool deck, cabana area, tennis courts, basketball court, and all game room areas. As per state law, no one under the age of eighteen (18) years old is allowed to smoke on community property.
12. Liquor Liability Insurance must be provided, as well as proof of Homeowner's Insurance by the Owner/Resident contracting the party. Boca Isles South POA must be named as additionally insured on the policy and the both are due to the Management Office no later than thirty (30) days prior to the event.
13. Only Owner/Residents/Tenants living within Boca Isles South may book the Clubhouse facilities for private parties. If a tenant is requesting to rent the Clubhouse, the management office must have a current lease agreement on file in order to receive approval on a party application.
14. Payment is due upon reserving the Clubhouse main room. If a bad check is received, the Owner/Resident is responsible for all charges incurred, and if not paid, will be brought before the Fining Committee for disposition.
15. A list of all guests shall be provided to the Property Manager and Boca Isles South security within forty-eight (48) hours of the event. Failure to comply may result in those guests not listed being denied access.

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16. All decorations used during the event will not cause any damage to the clubhouse walls or equipment (i.e. tacks, nails, glue, etc.) and all decorations/decorating materials including tape and weighted tools must be removed during cleanup after the event. Decorations are to be used **ONLY** inside the building, no decorations outside the front door or parking lot and **NO GLITTER OR CONFETTI** is to be used anywhere during the event.
17. No cooking is allowed in the Clubhouse with the exception of hot beverages. Cooking is to be done outside the building with prior authorization. No cooking is allowed on the pool deck. If a caterer is contracted for the event, they must provide their license and insurance document at least ten (10) days prior to the event.
18. All trash must be neatly collected and placed in the designated trash area and all furniture must be replaced to its original position after the event is over.

I understand that I am responsible for all persons in attendance of my event and any damage caused will be my full responsibility. If the function runs longer than six (6) hours, I understand that I must confirm with the security guard that he/she is willing to stay longer. After cleanup of my event, the Security Guard and I will conduct a thorough inspection of the premises and report any issues to the Property Manager.

All deposit checks must be made out to Boca Isles South POA. I agree that all costs for repairs or replacements and additional cleanup is my responsibility, either through insurance or out-of-pocket. If management determines that there were no damages and further cleanup is not necessary, then I will receive my deposit back within two (2) weeks. I understand that all vendors I choose to hire must provide certificate of liability insurance to the Boca Isles South Management Office. I also understand that renting the Clubhouse main room does not authorize use of the pool or pool deck for my party guests.

I have read and do hereby agree to abide by these Rules and Regulations. I further understand that any adverse or damaging actions taken by my guests could result in penalties including, but not limited to: fines, restricted access from common area, and restriction from renting the clubhouse in the future.

Resident: _____ **Date:** _____
(print name)

Signature: _____

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CLUBHOUSE RENTAL WAIVER OF LIABILITY

The undersigned hereby agrees that any and all liability caused by, or arising from, any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the Boca Isles South POA there from, and indemnify them for all losses costs, expenses, and attorney fees in connection with the renting of the Boca Isles South Clubhouse.

Resident: _____ Date: _____
(print name)

Signature: _____

Witness: _____ Date: _____
(print name)

Signature: _____

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CLUBHOUSE MAIN ROOM PARTY EQUIPMENT AND FURNITURE CHECKLIST
(TO BE CHECKED BEFORE AND AFTER THE EVENT)

I do hereby agree with the condition of the Clubhouse main room equipment and furniture (list attached). Any equipment or furniture not in good condition is noted below. I further agree to put the equipment and furniture back as I found them, and any damage to the rooms, floors, rugs, equipment, and/or furniture will be covered by my One Thousand (\$1,000) dollar deposit, or will be paid out-of-pocket.

Resident: _____ Date: _____
(print name)

Signature: _____

Manager: _____ Date: _____
(print name)

Signature: _____

PLEASE NOTE ANY BLEMISHES OR OTHER DEFECTS IN THE SPACE BELOW:

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CLUBHOUSE INVENTORY PARTY CHECKLIST

| Reception/Main Room | | Before | After |
|----------------------------|----------------------|---------------|--------------|
| 2 | Wall Sconces | _____ | _____ |
| 6 | Arm Chairs | _____ | _____ |
| 12 | Leather Chairs | _____ | _____ |
| 8 | End Tables | _____ | _____ |
| 2 | High top tables | _____ | _____ |
| 6 | High top chairs | _____ | _____ |
| 1 | Credenza | _____ | _____ |
| 1 | Reception Desk | _____ | _____ |
| 1 | Receptionist Chair | _____ | _____ |
| 2 | Moveable Benches | _____ | _____ |
| 1 | Live Orchid Displays | _____ | _____ |
| 1 | Waterfall | _____ | _____ |

| TV/Game room/Kitchen | | Before | After |
|-----------------------------|-----------------------|---------------|--------------|
| 2 | Arm Chairs | _____ | _____ |
| 1 | Couch | _____ | _____ |
| 1 | Loveseat | _____ | _____ |
| 1 | Pool Table with Cover | _____ | _____ |
| 1 | Foosball Table | _____ | _____ |
| 1 | Flat screen TV | _____ | _____ |
| 1 | Ottoman | _____ | _____ |
| 2 | Area Rugs | _____ | _____ |
| 3 | Folding Tables | _____ | _____ |
| 20 | Folding Chairs | _____ | _____ |

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| Kitchen Area | Before | After |
|---------------------|---------------|--------------|
| 1 Marble Counter | _____ | _____ |
| 1 Microwave | _____ | _____ |
| 1 Refrigerator | _____ | _____ |
| 1 Coffee Maker | _____ | _____ |

Inspection Date: _____

Resident: _____
(print name)

Signature: _____

Manager: _____
(print name)

Signature: _____