

CLUBHOUSE RENTAL RESERVATION FORM

Complete top of Page 1 and print this entire 7-page form. Then call Clubhouse Manager Debbie at 407-496-5739 for next steps.

Today's Date: _____ Requested Event Date: _____

Type of Event: _____
Event Description (Birthday Party, Baby Shower, Family Reunion, Church or Memorial Service, etc.)

Time of Event (must end by 9pm) BEGINS at: _____ am pm ENDS at: _____ am pm

Number of Persons Expected: _____ (Fire code states capacity must not exceed maximum 90 persons; subject to change)

RESERVED BY (Lessee Full Name): _____

Address: _____

City, State, Zip: _____

Cell Phone: _____ Email: _____

Alternate Phone: _____

-----FOR OFFICE USE: -----

NOTE: All deposit and rental fees are to be paid in CASH.
A minimum \$100 partial deposit will reserve your event date -- OR just pay the full Security Deposit amount up front. The full Security Deposit amount is due before your event date. *If you cancel your event with fewer than 14 days remaining before your Event Date, you will forfeit the deposit amount.*

Security Deposit Paid (check one): <input type="checkbox"/> \$300 Non-Member <input type="checkbox"/> \$200 SSHA Member	Rental Fee Paid (check one): <input type="checkbox"/> \$500 Non-Member <input type="checkbox"/> \$125 SSHA Member
<input type="checkbox"/> \$100 Partial Deposit Paid to Hold Event Date (Balance of Deposit and Rental Fee is due at First Walk-Through.)	

FIRST WALK-THROUGH (before event):

Date: _____ Time: _____ am pm Lessee Received Clubhouse Key? YES NO

RECEIVED Balance of Deposit & Rental Fees: \$_____ Lessee Received Gate Code? YES NO

- I, Lessee, have read, reviewed and agree to abide by all rules contained in the Clubhouse Rental Packet PDF: Clubhouse Rental Rules & Guidelines, Procedures to Reclaim Security Deposit, Clean-Up and Check-Out List, and Clubhouse Parking Diagram.
- I have been made aware of and agree to adhere to the Clubhouse Parking Policy.
- I understand and agree that I am financially responsible for the cost to repair any damages (above my deposit amount) that may occur to the Clubhouse and/or surrounding grounds during my event.

Lessee Name: _____ Lessee Signature: _____

SSHA Committee Member Signature _____

SECOND WALK-THROUGH (after event):

Date: _____ Time: _____ am pm

Lessee Returned Clubhouse Key? YES NO Clubhouse and Property Clean & Damage-Free? YES NO

Security Deposit Returned? YES NO Notes: _____

Lessee Name: _____ Lessee Signature: _____

SSHA Committee Member Signature _____

CLUBHOUSE RENTAL RULES & GUIDELINES

Your contact is: **Clubhouse Manager, Debbie Gillard at 407-496-5739**

Initials

Security Deposit and Clubhouse Rental Fees

Security Deposits: \$300 Non-Members
 \$200 SSHA Members

Rental Fees: \$500 Non-Members
 \$125 SSHA Members

Security Deposit and Rental Fees must be paid in CASH.

Note: A minimum \$100 of the Security Deposit is required to hold your event date reservation (or you can pay entire Deposit amount). Payment of the balance of the Security Deposit and Rental Fee must be made at the time of the First Walk-Through prior to your event.

Booking A Clubhouse Reservation / Cancellation Policy

To determine if your desired Event Date is available, check our **Event Calendar** at www.sausalitoshores.com and click on the **Clubhouse Rental** button. You may also call the **Clubhouse Manager Debbie Gillard at 407-496-5739**. If your desired date is open on the calendar, it must still *be confirmed*. Complete Page 1 of this Clubhouse Rental Reservation Form and give to the Clubhouse Manager along with either: 1) \$100 partial deposit or 2) the entire Deposit amount -- to hold your reservation. If your requested Event Date is confirmed, you will receive notification by phone. Your event will be added to the SSHA Event Calendar, but ***YOU are responsible for checking your event details on the calendar for accuracy!*** Let us know asap if corrections are required.

CANCELLATION POLICY

Cancellations MUST be made at least 14 days (two weeks) before your event date!

Failure to provide at least two week's notice of cancellation will result in forfeiture of \$100 of Deposit amount!

Walk-Through Inspections Before & After Your Event

The Lessee and the **Clubhouse Manager** (or authorized Clubhouse Committee Member) must conduct a **Walk-Through** inspection of the Clubhouse both ***before and after*** your event. The **first Walk-Through** must be scheduled the same day or as close to the time of the function as possible. Contact Debbie to schedule a mutually convenient time for this inspection and overview of the rules. A **second Walk-Through** will be conducted after your event to check for damages and proper clean-up of the Clubhouse and surrounding grounds according to the Clean-Up Checklist. ***All grounds must be free of litter!***

What to Expect During the First Walk-Through

- ***You will be expected to pay the balance of the Security Deposit, Rental Fee, and any other fees -- in CASH.***
- Clubhouse Manager will discuss with you any questions you have regarding the *Rules & Guidelines, Procedures to Reclaim Security Deposit, and Clean-Up and Check-Out List* that you have read and agreed to.
- Clubhouse Manager will inform you exactly what is expected for the Clean-Up.
- You will be provided a walk-in gate code and a key to the Clubhouse. You are not allowed to share the gate code with anyone or make duplicates of the key, and you must return the key to the Clubhouse Manager during the second Walk-Through inspection.

Clean-Up / Damages

It is Lessee's responsibility to ensure that the Clubhouse is cleaned immediately after the event! There are NO EXCEPTIONS to this rule.

Failure to clean the premises after your event will result in the forfeiture of your Security Deposit in its entirety.

If you plan to hire outside help to clean the premises, make sure your cleaning crew is available immediately after your event ends.

It is Lessee's responsibility to ensure that no damage to the Clubhouse or surrounding grounds occurs during the event. If it does occur, and the costs to repair such damage (*determined by the SSHA Board of Directors*) exceed the Security Deposit amount paid, the Lessee is solely responsible for the balance due, and that amount must be paid in full upon receipt of invoice from the SSHA Board of Directors.

CLUBHOUSE RENTAL RULES & GUIDELINES (cont.)

Initials

- **LESSEE MUST BE PRESENT AT ALL TIMES DURING THEIR EVENT.**
- **Number of guests cannot exceed 90** per local Fire Code.
- **Evening events MUST end by 9:00 pm.**
- The Clubhouse and surrounding grounds **MUST be vacated by 10:00PM.**
- The Clubhouse and surrounding grounds **MUST** be totally cleaned before leaving and garbage placed in bins.
- No food -- opened or sealed -- may be left behind in the Clubhouse.
- Lessee must be at least 21 years of age.
- No alcoholic beverages are allowed in the Clubhouse or on surrounding grounds for anyone under the age of 21.
- Cigarette butts, litter and any trash must be cleaned up and disposed of properly. Smoking is permitted, but **OUTDOORS ONLY** and at least 6 feet from any door — there is **NO SMOKING** inside the Clubhouse.
- **DO NOT** give the walk-in gate code to your guests or anyone else! No copies of the key are allowed.
- Lessee assumes all liability for any Covid-related illnesses or transmissions that may occur during their event.

Lessee May Use:

- **Furniture** (tables & chairs) may be moved into a desired arrangement **INSIDE** the Clubhouse during your event, and then must be returned to their original storage location against the north wall at the end of your event. **THE TABLES AND CHAIRS ARE NOT PERMITTED OUTDOORS AT ANY TIME!!**
- **Kitchen** – you may use the stove, oven, refrigerator, microwave,
- **Cleaning Supplies** – provided for your convenience to clean bathroom, kitchen, and all surrounding areas

Lessee May NOT Use:

- **Cooking utensils and dishes**
- **Ceiling Fans** may not be used for hanging decorations
- **Attic** – off limits
- **Boat Dock and Boat Ramp** may not be used *(unless you are a paid SSHA member with Boat Club membership)*

Unruly Guests / Excessive Noise

The Lessee is responsible for the behavior of their guests, and for keeping noise and music volume at a reasonable level. **If your event becomes unruly, disruptive or too loud to the surrounding neighbors, the Casselberry Police will be called and your Security Deposit will be forfeited in its entirety.**

Clubhouse Parking Policy • Loading/Unloading Rules

NO PARKING or UNLOADING IS PERMITTED INSIDE THE FENCED AREA by you or your guests. PARKING IS ONLY ALLOWED OUTSIDE THE FENCE in the pull-in parking area and parallel parking past the playground. Overflow parallel parking is allowed on the opposite side of the street in front of neighbors’ homes, but please tell guests to be courteous and park only on the pavement (not on grass). Do not block private driveways, mailboxes, or fire hydrants. Double-parking is not allowed at any time. Please tell your guests these rules!

LOADING & UNLOADING must be from vehicles parked outside the fence, then through the walk-in gate. For your convenience, you may use our wheeled utility cart (stored inside the Clubhouse).

DO NOT block our driveway! The drive-in gate and driveway must remain accessible for SSHA members who drive in & out with boats, trailers or RVs -- and must be kept clear in case of fire or other emergency!!

NOTE: SSHA members may unlock & open the drive-in gate at any time before, during or after your event. Sometimes, they leave the gate open for a few minutes. DO NOT drive inside the gate under any circumstances or your vehicle(s) may get locked inside. The Clubhouse Manager does not have the key to unlock this gate and let out vehicles that get locked inside.

Failure to comply with Rules & Guidelines will result in forfeiture of Lessee’s Deposit!

PROCEDURES TO RECLAIM SECURITY DEPOSIT

Only CASH payments are accepted for Deposits, Rental Fees, and any other fees. We do not accept credit cards or apps.

Initials

SECURITY DEPOSIT & RENTAL FEE PAYMENT

An **\$100 Initial Deposit** can be submitted with the Clubhouse Rental Reservation Form in order to secure an event reservation - OR - you can pay the entire Security Deposit amount. If you cancel your Event, you must inform the Clubhouse Manager at least 14 days (two weeks) before your Event Date in order to receive a refund of any deposit paid. If you cancel inside the 14-day period before your Event Date, you will forfeit \$100 of the Security Deposit.

The remaining balance of the Security Deposit and the Rental Fee (and any other fees) must be paid in CASH at the time of the First Walk-Through prior to the event.

RETURN OF SECURITY DEPOSIT

The Security Deposit will be returned to Lessee immediately upon a satisfactory Second Walk-Through, provided there is no damage and the property has been satisfactorily cleaned as defined on the Clean-Up and Check-Out List. These conditions will be determined by the Clubhouse Manager (or other SSHA board member) who managed the Lessee's rental – and it is a final decision.

POSSIBLE REASONS FOR FORFEITED DEPOSIT:

- Police are called for unruly behavior or noise disturbance within the Clubhouse or on surrounding grounds.
- Your event has more than 90 people (current maximum capacity).
- You fail to comply with Clubhouse Rules & Guidelines established by SSHA.
- Facilities are not cleaned.
- Damage to Clubhouse or surrounding grounds by Lessee and/or Lessee's guests.

If the cost to repair any damage (determined by the SSHA Board of Directors) that occurred during Lessee's event exceeds the Deposit amount paid, the Lessee is solely responsible for the balance due, and that amount must be paid in full upon receipt of invoice from the SSHA Board of Directors.

RECLAIMING SECURITY DEPOSIT AFTER FORFEITURE

Any requests for reclaiming a Security Deposit after forfeiture must be submitted via email and may require a face-to-face meeting with the SSHA Board Members. See our website at www.sausalitoshores.com for a list of current board officers and their emails.

CLEAN-UP and CHECK-OUT LIST

The return of Lessee's Security Deposit depends on how completely the following tasks are performed. Please check the boxes as tasks are completed. The Clubhouse Manager (or committee member) will review this list with the Lessee during the Second Walk-Through after your event has ended.

FLOORS:

SWEEP all floors, including bathrooms

MOP all floors, including bathrooms; **use only the floor cleaner provided!**

KITCHEN:

Empty and clean refrigerator

Clean microwave

Clean stove & oven, inside & out

Empty and clean trash cans

Clean countertops and cabinets

Place all trash **INSIDE** the trash bags.

Clean sink and garbage disposal

Tightly tie closed all trash bags and put in bins*

MAIN AREA:

Clean tables

All furniture (8 large tables, 2 small tables, 70 chairs) must be returned to original location where they were found.

No damage to walls and ceiling; remove all decorations and all tape residue.

BATHROOMS:

Clean sink, toilets, and mirrors

Sweep and mop floors

Empty wastebaskets

GENERAL TASKS:

Hang mops in utility closet

Turn off all ceiling fans

Pick up and properly discard ALL litter & cigarette butts from the surrounding grounds

Set A/C temp to 82 degrees

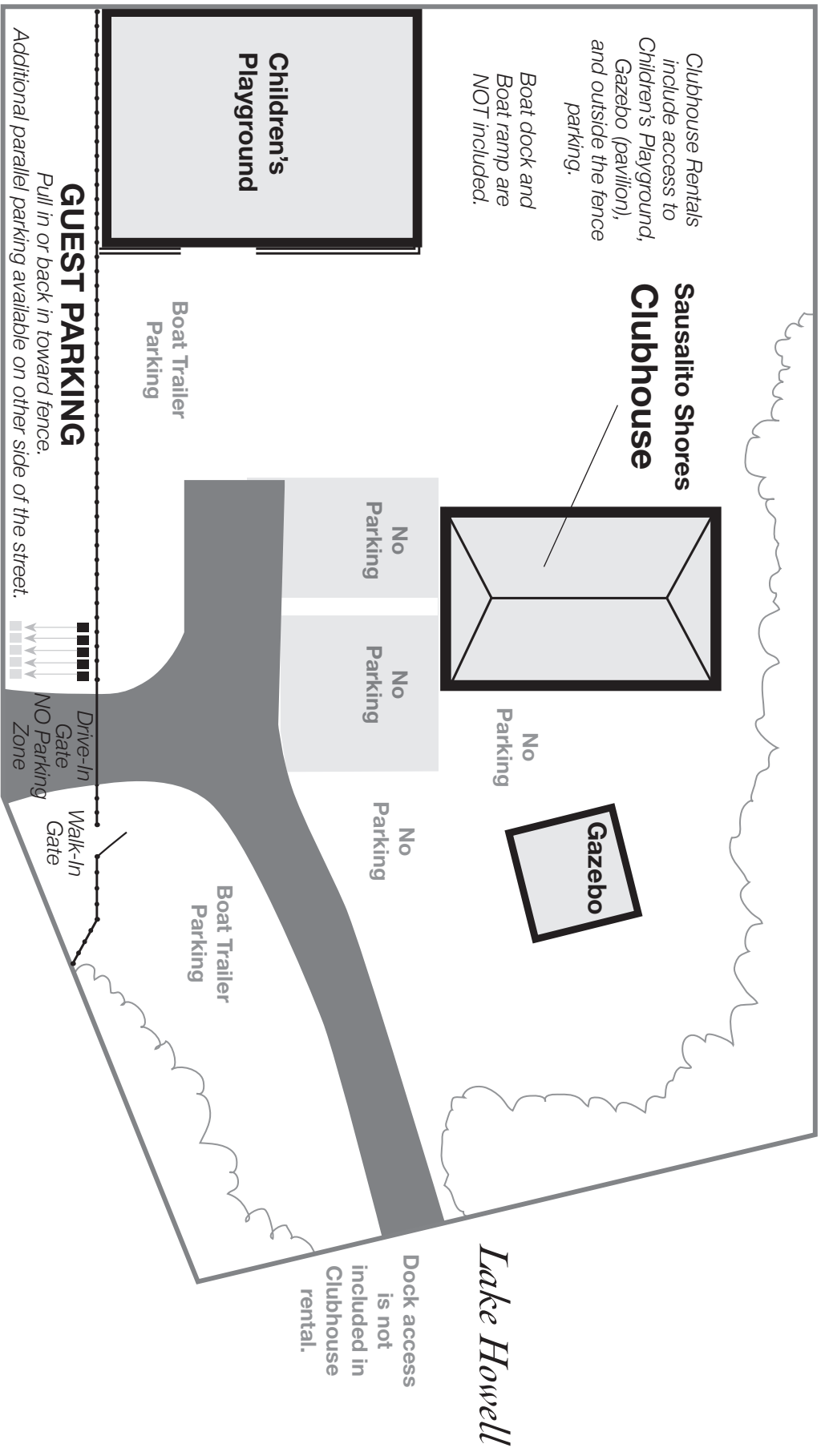
Lock all windows, doors, sliding glass doors, and close blinds.

Put trash bags in trash bins* (close lids!).
Roll bins to the curb ready for pickup.

**Note: The City picks up garbage Monday & Thursday mornings. All trash must go inside trash bags! Tightly tie closed all trash bags, place inside trash bins, close the lids on trash bins to discourage pests/rodents, and move bins to the curb for pickup. Please contact the Clubhouse Manager if you have any issues or questions about Clean-Up procedures. Your contact is: Debbie Gillard 407-496-5739*



SSHA CLUBHOUSE PARKING DIAGRAM



Clubhouse Rentals include access to Children's Playground, Gazebo (pavilion), and outside the fence parking.

Boat dock and Boat ramp are NOT included.

Sausalito Shores Clubhouse

Children's Playground

Boat Trailer Parking

GUEST PARKING

Pull in or back in toward fence. Additional parallel parking available on other side of the street.

Sausalito Blvd.

Lake Howell

Dock access is not included in Clubhouse rental.

You and your guests must not block or park close to this driveway!! Large vehicles or trucks towing boats may enter or exit and make wide turns.

Sausalito Shores Homeowners Association Covid-19 Guidelines for SSHA Clubhouse Rentals

— Addendum - revised March 2022 —

The Sausalito Shores Homeowners Association will once again allow rental events at the SSHA Clubhouse to operate *at 100% capacity or a maximum of 90 people*.

Because Covid variants exist and are still spreading, the SSHA has chosen to encourage lessees to continue to adhere to social distancing guidelines during their event, and to sanitize frequently touched surfaces after the event as part of the regular cleaning procedures.

Social distancing guidelines:

- All guests are encouraged to follow 6-ft. social distancing guidelines.
- Guests may wear masks if they choose to do so.

Sanitizing after your event:

- Wipe down and sanitize frequently touched surfaces (e.g., door handles, sink handles, kitchen countertops, tables, light switches, etc.).

We also urge lessees and their guests to follow the CDC's recommended behaviors to reduce the spread of COVID-19:

- Wash hands frequently with soap and water for at least 20 seconds (especially before, during and after preparation of food; and after touching garbage).
- Cover coughs and sneezes with a tissue or the inside of your elbow (used tissues thrown in the trash) and wash hands immediately with soap and water.
- Wear a mask if you choose to do so.



I _____ (Lessee) agree to follow the above Social Distancing, and Sanitizing Guidelines.

I also agree to protect, indemnify, defend, save, and hold harmless the Sausalito Shores Homeowners Association, its officers and volunteers from any and all claims, liability, lawsuits, damages, and causes of action which may arise out of my activity or any of my guests on the SSHA premises, including the transmission of Covid-19.