

STILLWATER UNIT THREE HOMEOWNERS ASSOCIATION, INC.

321 INTERSTATE BLVD.

SARASOTA, FLORIDA 34240

(941) 378-0260 FAX (941) 378-0322

**Clubhouse Rental Request
(Exclude Fenced In Pool Area)**

Please Be Advised that in order to rent space in the Club House You Must be a Club Member who is in good standing. **No Exceptions!** Also, the person who signs the contract must be in attendance at the entire event and be available to sign the Cleaning Checklist once clean-up is finished.

This form is a request to rent space in Stillwater Unit Three Homeowners Association, Inc.(Stillwater 3 HOA) clubhouse, upon completing this form it will be submitted to management. You will be contacted within 24 business hours of today's date to let you know if the space you requested is available and to make arrangements to sign a rental agreement and leave a deposit. A signed rental agreement and a deposit are required in order for rental space to be held.

Today's Date: _____

Name: _____ Member #: _____

Address: _____

Community: _____

Telephone: _____ Other Phone: _____

E-Mail Address: _____

Day/Date Requested: _____

Rental Start Time: _____ Rental End Time: _____

(Please be aware that you have 1 Hour before the start time to set-up and 1 hour after the end time to clean-up. Also, rental time and clean-up must be completed before the club closing time or additional fees will apply.)

Type of Event: _____

Number of People that will be in Attendance: _____

ROOM RENTAL RATES AND GUIDELINES

ROOM	APPROX. CAPACITY	FEE REQUIRED
ClubHouse (Exclude fenced in pool area)	30 People	\$50

- “Renter” is required to be an active member of Stillwater 3 HOA.
- The “Renter” must be here for entire event including all set-up and clean-up. And the “Renter” must do all walkthrough at the end of event and sign all check sheets at the end of the event. **NO EXCEPTIONS!** If “Renter” is not available during the entire event, including set-up and clean-up, he/she will be subject to loss of deposit.
- The “Club” will not accept any deliveries for events that will take place. Nothing shall be delivered to or left at the club before the One (1) Hour Set-up and everything that the “Renter” brings into the “Club” must be removed before clean-up is completed. Any items that arrive early or are left behind at the Club will be subject to a storage fee to be determined by the Manager.
- Deposits must be received at the time the event is booked. Rooms will not be held without the receipt of a deposit and a signed Room Rental Agreement.
- All deposits should be remitted by check.
- Returned Check will result in a \$40 or 5% charge, whichever is greater, to the “Renter” and/or loss of rental privileges at Stillwater 3 HOA. “Renter” also agrees to pay cost of collection including agency fee, court costs and a five percent (5%) late fee based on balance due to be compounded monthly.
- Room Rentals are based on a Four (4) Hour Increment. The “Club” will allow for a One (1) Hour Set-up Time and a One (1) Hour Clean-Up Time included in the above prices. Any set-up or clean-up taking place before or after the one hour allotted time will be charged an extra hour charge.
- All events must end One (1) Hour before Club Closing Time in order to allow clean-up time. At no time shall any furniture or equipment be moved or any decorations put in place by the “Club” be taken down or changed.
- “Renter” is responsible for all Clean-up and to leave the “Club” in its original condition.
- “Renter” is responsible for damages that occur during their event and for the actions of his/her guests throughout the “Club” during the event. Consideration of damages will be at the sole discretion of Management.
- Once the event is over, Management/Committee will walk thru and return deposit
- All members will have access to clubhouse only.
- “Renter” and his guests and vendors are expected to follow all rules of Stillwater 3 HOA.. Absolutely no pyrotechnics, candles or any other violation of city and county fire codes will be permitted on Stillwater 3 HOA property.
- Any changes to the above guidelines must be approved by Management and put in writing.

I have read and the Rental Guidelines and agree to them. This application is true and I understand that any fraudulent information causes this application to be null and void.

Print Name: _____ Signature of Lessee _____ Date _____