

**BELLASERA COMMUNITY ASSOCIATION, INC.**  
**FACILITIES RESERVATION REQUEST AND CONTRACT**  
**EFFECTIVE September 10, 2014**

Please fill out this form and return to the Community Manager. The appropriate fees must accompany this written request. If your request can be accommodated, you will receive a signed, approved copy of this contract. Requests for reservations must be requested 72 hours in advance of the date needed. Reservations may be made up to 6 months in advance of scheduled event.

Name of Member: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Day Needed: From (set up) \_\_\_\_\_ To (clean up) \_\_\_\_\_

Type of Event (include description of planned activities): \_\_\_\_\_

Number Attending: \_\_\_\_\_ (Room capacity is 65)

If this event is being sponsored by, affiliated with or if the facility fee is being paid by a third party (a party other than the Bellasera Member). Please provide details:

\_\_\_\_\_  
\_\_\_\_\_

Will parking requirements exceed 40 parking spaces for this event? Yes ( ) No ( )

Keys can be picked up at the guard post when presenting a copy of this contract after \_\_\_\_\_ am ./p.m. Date \_\_\_\_\_ and returned by \_\_\_\_\_ am/pm.  
Date \_\_\_\_\_.

**A fine of \$100.00 will be incurred for lost or late return of keys.**

Facility fees are non-refundable. The Association will provide for cleaning of the contracted areas only. ALL CATERING AND PERSONAL ITEMS MUST BE REMOVED AT THE END OF THE EVENT and/or BEFORE 2AM, UNLESS OTHER ARRANGEMENTS ARE APPROVED.

**FEE SCHEDULE**

**If there are previously scheduled events or ongoing club activities the recreational facilities cannot be booked.**

I am requesting the use of the following facilities:

\_\_\_\_\_ Activity room and kitchen (Scheduled time of the event only): Fee: \$150.00, plus a \$150.00 refundable security deposit to pay for the cost of any damage to the facility as determined in the sole discretion of the Association's Community Manager.

\_\_\_\_\_ Outside of building and grassy area (Scheduled time of the event only. Exclusive use of this area is not guaranteed.) Fee: \$75.00

\_\_\_\_\_ Pool area (Scheduled time of the event only. Exclusive use of this area is not guaranteed.) Fee: \$75.00

- No glass is permitted in pool area.
- Guests for pool area no more than 12.

**Use of any of the above areas the day before or the day after the scheduled times of the event (i.e. cleanup or setup the previous afternoon or the next morning) have additional fees (SEE BELOW).**

\_\_\_\_\_ Activity room and kitchen: Fee: \$50.00

\_\_\_\_\_ Outside of building and grassy area: Fee: \$50.00

Any special requests must be outlined here in writing.

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**The Community Manager will inspect the contracted-for areas the following workday. Any costs incurred as a result of damage will be charged to the owner's Association account and will be subject to all of the collection rights of the Association as would apply to any regular Association assessment.**

**Member agrees and acknowledges that the Association will incur liability if the Community is made available to the general public. Member agrees and understands that the event shall be private. Attendees shall be limited to the Member and Member's immediate guests. Only persons reflected on an immediate guest list, submitted by Member to Community Manager no less than two business days prior to Event, shall be allowed to enter the Community.**

**In consideration of the Association providing the facilities, the undersigned expressly agrees to assume responsibility for any damage, accident or injury in connection with such use. The undersigned agrees to assume all liabilities associated with use of the facilities and agrees to defend, indemnify and hold**

harmless the Association, its Board of Directors and its managing agent against all claims, actions, damages, injuries to person or property, losses, judgments, costs, expenses, obligations, liabilities, demands, suits, and threats of suit which may be incurred now or in the future, related to, arising out of, or resulting from use of the facilities. The Association shall not be liable for failure to operate the facilities in the Activity Room or in any other area and reserves the right to close these facilities at any time at its sole discretion.

Insurance is required for all events. The minimum policy limit shall be \$1,000,000 naming Bellasera Community Association, Inc. as an additional insured and a copy of the policy must be enclosed with this agreement.

I hereby certify that I will use the facilities for my personal party only and that I will be present throughout the party. I understand that failure to comply with the foregoing rules may result in withdrawal of facilities privileges for a period of time to be specified by the Board of Directors.

I have received and read the "Policy for the Use of the Bellasera Recreational Facilities" and agree to abide by its conditions.

Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

cc: Lessee  
File  
Guard Post  
Cleaning Service