



# River Ridge Homeowners Association Inc.

## Clubhouse Reservation Form



Name (Last, First): \_\_\_\_\_

Address: \_\_\_\_\_ LOT# \_\_\_\_\_

Telephone Numbers:

Day: \_\_\_\_\_ Evening: \_\_\_\_\_

Other: \_\_\_\_\_

I wish to reserve the clubhouse on the following date/time and for the following purpose:

Start & End Dates/Time: \_\_\_\_\_

Purpose: \_\_\_\_\_

Approximate number of people attending: \_\_\_\_\_

### I UNDERSTAND AND AGREE TO THE FOLLOWING TERMS AND CONDITIONS:

- A non-refundable \$50.00 use fee is required for all private uses of the clubhouse. This fee covers one reserved use that shall be no more than one day in duration. An additional use fee is required for each additional day. Checks are to be made payable to River Ridge Home Owners Association.
- In addition, a \$200.00 damages/security deposit is required for all private use of the clubhouse. This check should also be made payable to River Ridge Home Owners Association (HOA). If no damage occurs and the clubhouse is returned to its original condition then the deposit will be refunded in full. The clubhouse must be returned to its original condition by 9:00AM on the morning following the event. In the event the clubhouse is not restored to its original and satisfactory condition prior to the above time, all costs required to restore the clubhouse to it's original condition will be secured from the deposit and any additional amounts will be due in full from the user immediately upon billing.
- I will be in attendance at this event for it's entire duration and I am responsible for the behavior of all guests and visitors at the clubhouse during the reserved period of time as well as damage and liability claims that may arise from acts or actions related to the reserved event.
- I have homeowners or renters insurance and agree that this insurance shall bear all responsibility to any liability claims and other property damage claims that should arise from the reserved event.
- I agree that the River Ridge HOA shall not be held responsible or liable for any lost, stolen, or damaged property.
- I will leave a list of all guests and attendees who are not residents of River Ridge with the guard at the gatehouse to facilitate easy access and prevent interference with the access of other community members. I understand that if I fail to do this, those persons will not be granted access to River Ridge.
- I will direct all guests and attendees to proper parking areas. Parking is not allowed on the grass except in that area located south of the clubhouse that is marked with concrete parking bumpers.
- I will comply with all River Ridge rules and regulations and all Florida statutes during the clubhouse use. This includes, but is not limited to, the serving of alcohol. No smoking is allowed anywhere inside the clubhouse to include the bathrooms.

*NOTE: Please limit attaching decorations to walls and fixtures to avoid causing excessive marks and damages to the clubhouse.*

Signature of Resident/Homeowner: \_\_\_\_\_ Date: \_\_\_\_\_

SUBMIT COMPLETED FORM AND CHECKS TO: RRHOA C/O the property management company. See [www.riverridge.ws](http://www.riverridge.ws) for current property management address information.

### **Official Use Only:**

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

Post-Event Clubhouse Inspection By: \_\_\_\_\_ Date: \_\_\_\_\_

Clubhouse Returned to Original Condition.

Deficiencies Noted – Explain: \_\_\_\_\_

Amount of Deposit Refunded: \_\_\_\_\_ Date: \_\_\_\_\_

Receipts/Documentation for Costs to Restore Clubhouse Attached: Yes No N/A (circle one)