



Today's date: _____ Event date: _____ Event start time: _____ Event end time: _____

Area requested: ☐ Clubhouse ☐ Splash Pad ☐ Cabana ☐ East Pool Pavilion

Approximate number of guests: _____

Owner Name: _____ Lot#: _____

Owner Address: _____

Phone: _____ Email address: _____

INITIALS

_____ **\$200 security deposit** is required. Date will not be reserved until the deposit check and completed form are received at the Amenity Center office. Please make check payable to **The Sanctuary Community Association, Inc.**

_____ **I understand the deposit check will be forfeited and cashed for breaking any of the conditions herein, and that I may be subject to fines and or suspensions of usage rights for violating any of the Amenity Center Rules during the event.**

_____ **Non-refundable \$25 fee is collected for use of bounce house or similar apparatus.** Proof of vendor liability insurance is required prior to the event. If the insurance certificate is not received at least 48 hours of the event, then the apparatus shall not be setup. The only area available for Bounce House is the East Pool Pavilion. I have completed the Bounce House Rider.

Rider Complete?

☐

_____ Events are limited to a maximum of 40 guests and 6 hours, inclusive of setup and cleanup time.

_____ Owner/lessee must provide their own trash bags to accommodate the size of their event and dispose of all bags in the dumpster. Your event trash must be taken to the dumpster, not in the area trash cans.

_____ Owner/lessee must be present throughout the event and is responsible for all guests attending the event.

_____ Owner/lessee is responsible for securing the facilities and turning out all the lights, fans, and audio/visual equipment.

_____ Owner/lessee is responsible for event cleanup. All indoor furniture is to be placed back in its original location. Pool furniture must be returned to the pool deck. Picnic tables are not to be moved under any condition. Clean up spills, wipe down counters, and make sure restrooms are left in an orderly manner. All trash must be removed and placed in the outside dumpster or entire security deposit is forfeited.

_____ I understand that at no point during my event, should Clubhouse doors, pool/tennis gates be propped open, allowing continual access to facilities.

_____ For events booked in the clubhouse, guests shall not be permitted to roam into or access the Fitness Center (the area beyond the bathrooms). Guests shall not go near or go on the equipment, or go outside into the pool area.

_____ For events booked outside, guests shall not enter into the clubhouse.

INITIALS

- _____ I understand and agree to all terms and conditions presented herein, and have received the Amenity Center Reserved Area Clean Up Check List and agree to those terms, as well.
- _____ I understand and agree that determination of the refund is at the sole discretion of The Sanctuary Community Association, Inc. and that any damage or clean-up expenses will be deducted from the deposit. Any expense exceeding \$200 will become the Owner's responsibility.
- _____ I understand and agree that my party will not negatively impact the enjoyment of other Members (for example, loud music). DJs are not permitted.
- _____ I acknowledge and understand the reservation may be canceled by the Association for any reason, including but not limited to: Force Majeure events, significant weather events, unforeseen dangerous conditions, or unexpected vendor conflicts. All reasonable efforts will be made to provide at least 48-hours notice.

I (Owner) assume full responsibility for my actions and the actions of my guests, lessees and lessees' guests relating or pertaining, in any manner whatsoever, to my or their use of the Amenity Center. I (for myself/itself, its parent and any subsidiary entities, and all related and affiliated entities of each, and the officers, directors, shareholders, members, managing members, managers, employees, agents, contractors, subcontractors, representatives, invitees, successors and assigns, and for those claiming by, through or under any of them) do hereby release The Sanctuary Community Association, Inc., and its members, officers, directors, managers, employees, contractors, subcontractors, agents, representatives, licensees, tenants, guests and invitees, and for those claiming by, through or under any of them, and the successors and assigns of all of the foregoing (collectively, the "Association Parties") from all claims, liabilities, suits, judgments, liens, damages, penalties, fines, interest, costs and expenses (including without limitation, those relating to injuries to persons (including, without limitation, loss of life) or for damage, destruction or theft of property), including, without limitation, attorneys' fees and litigation costs incurred by or asserted against any of the Association Parties in connection therewith, that arise from or relate, directly or indirectly, to my or their rental and use of the Amenity Center and the facilities/improvements related or pertaining to the Amenity Center, (collectively, "Claims"). I ACKNOWLEDGE I HAVE BEEN PROVIDED A COPY OF THE AMENITY CENTER RULES & REGULATIONS AND HAVE READ, UNDERSTAND, AND WILL ABIDE BY THEM. ADDITIONALLY, I WILL PROVIDE A COPY OF THE RULES & REGULATIONS TO MY GUESTS, LESSEE AND LESSEES' GUESTS AND ENSURE THEY READ, UNDERSTAND AND ABIDE BY THEM. I UNDERSTAND THAT NON-COMPLIANCE WITH THE RULES & REGULATIONS OR ANY CONDITION OF THIS RENTAL AGREEMENT WILL RESULT IN LOSS OF AMENITY PRIVILEGES AND FORFEITURE OF THE DEPOSIT CHECK.

Owner's Signature: _____ Date: _____

FOR OFFICE USE ONLY

Date Application Received: _____ Received By: _____

Security Deposit Received: _____ Check _____

Notes: _____

**Amenity Center Reserved Area
Clean Up Check List**

This checklist is a reminder to ensure the proper clean-up after your event. Please be sure to give enough time for clean-up ***before*** the end of your reserved time. This ensures the readiness and availability of that reserved area for use by the next owner.

Clubhouse and/or Conference Room

- Remove **all** decorations **including all balloons, tape and streamers**.
- Collect all trash and place it in the trash bags that you brought to your event.
- **Place your filled trash bags in the dumpster in the parking lot.**
- Wipe down table/counters, clean up any spills and vacuum.
- Arrange furniture & doors to original positions.
- Turn out all the lights, fans and audio/visual equipment.
- Make sure restrooms are left in an orderly manner.
- Secure facility doors when leaving.
- Any other clean-up procedures that may be necessary from your event.

Outdoor Reservations (Splash pad, Pavilion at far end of pool, Cabana):

- Remove **all** decorations.
- Remove charcoal from grill (if used).
- Clean grill (if used) and surrounding area.
- Collect all trash and place it in the trash bags that you brought to your event.
- **Place your filled trash bags in the dumpster in the parking lot.**
- Picnic tables are not to be moved. Pool furniture must be returned to the pool deck.
- Make sure restrooms are left in an orderly manner.
- Any other clean-up procedures that may be necessary from your event.

Thank you in advance for your cooperation!

Owner/lessee signature

Date

BOUNCE HOUSE RIDER

_____ I acknowledge and understand that I am responsible for having my vendor furnish to the Association their Insurance Certificate naming The Sanctuary Community Association, Inc. as additional Insured. The date range of coverage on the certificate MUST include the party reservation date.

_____ I acknowledge and understand that if I do not produce the certificate to the Association by at least 48 hours of the reservation, then I shall not permit my vendor to erect the bounce house. No exceptions.

_____ I acknowledge and understand that the **only** area available for reservation when a bounce house is requested is the East Pool Pavilion. No Exceptions.

Tell your vendor the following:

“Have your Insurance Agent add The Sanctuary Community Association, Inc. as additional insured to your general liability policy. The Certificate Holder is:

The Sanctuary Community Association, Inc.

1809 East Broadway, Suite 408

Oviedo, FL 32765

Have the Agent email the certificate to **both**: drew@nexuscommunitymanagement.com and sacntuaryclubhouse@cfl.rr.com ”

If they supply you with the Insurance Certificate, it should have a Box checked here, in the Additional Insured column:

SANFORD		F	
COVERAGES		CERTIFICATE NUMBER	
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN			
INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	COVERED BY
	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR	X	
A	GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PROJECT ☐ LOC OTHER:		D029080
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS		
A			D029080

If you have any questions, please contact management.