



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. Dates will not be reserved until payment is received at the Amenity Center office. Please make **check** payable to **The Sanctuary Community Association, Inc.**

_____ **Non-refundable \$25 fee is collected for use of bounce house or similar apparatus.** Proof of vendor liability insurance is required.

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

_____ Owner/lessee must provide trash bags to accommodate the size of their event.

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

_____ 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 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, and unexpected vendor conflicts. All reasonable efforts will be made to provide at least 48 hours notice.

I (Owner) authorize _____ as the owner's representative for the above named event.
LESSEE NAME(S)

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 WILL RESULT IN LOSS OF AMENITY PRIVILEGES

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 in barrels provided.
- **Remove bags from barrels and place in dumpster out front. If trash isn't disposed of, the entire deposit will be forfeited.**
- 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.
- Clean grill and surrounding area.
- Collect **all** trash in barrels provided.
 - **Remove bags from barrels and place in dumpster out front. If trash isn't disposed of, the entire deposit will be forfeited.**
- 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