



## CELEBRATION OF LIFE GUIDELINES FOR RESIDENTS AND GUESTS

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We understand that this is a difficult time for you and your family. We are here to support you in any way we can. Our Bereavement Committee is comprised of volunteers led by a coordinator and functions under the BellaVita HOA Board.

**The coordinator will contact you upon receipt of this form.**

**You may also contact the Clubhouse staff at 281-464-3150 with any questions or requests you may have.**

### **THE BEREAVEMENT COMMITTEE PROVIDES:**

- Side dishes, salads and desserts. The family is responsible for the main course.
- Tea, lemonade, water and coffee
- Plates, cups, napkins, plastic ware
- Set up and clean-up of the Ballroom
- Service of the food during gathering.

### **WHAT WE NEED FROM YOU:**

1. Completed and returned this form a minimum of 7 days prior to the scheduled date.
  - This is important to ensure that we provide the proper number of volunteers, room set-up and amount of food. If special circumstances arise which preclude the 7 days' notice please contact the Clubhouse staff.
  - Gatherings are limited to 2 hours, Monday through Saturday between 12 pm and 4 pm.
  - The purpose this gathering is for you to have a space for family and friends to share a meal and memories. This is not intended to be a formal memorial service.
  - This will NOT include the swimming pool, game room, computer room or fitness room.
  - The maximum capacity for our Ballroom is 265 people.
2. Contact the Clubhouse staff for any special needs as soon as possible.
  - This includes podium, sound system, projector or microphones.
  - All slideshows need to be delivered at least 2 days prior to the gathering in order for us assure that our system is compatible with your media type.
  - Pictures, mementos, flowers, etc. should arrive the morning of the gathering no earlier than 10 am.
  - Submit information and a photo to the Clubhouse staff and We offer a memorial page in the BellaVita weekly newsletter.

### **GUIDELINES FOR FAMILY AND GUESTS**

BellaVita is a 55 and over private gated community. We ask that the following guidelines be followed so that your time spent here will be safe and memorable.

- Children are not allowed on the stage and must be accompanied by an adult when outside of the Ballroom.
- No running allowed in the Clubhouse.
- Children are not allowed in or near the swimming pool or hot tub. There are no lifeguards on duty.
- You agree to assume the risk of a slip and fall if walking on the dance floor, which is smooth and slick for dancing. One member of the Bereavement Committee will be in charge of floor patrol and clean-up for spills and food drops.
- Service animals specifically trained to aid a person with a disability are welcome. No other pets are allowed in the building.



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### APPLICANT HEREBY AGREES, AS EVIDENCED BY SIGNING BELOW

1. THAT YOU HAVE READ AND AGREE TO BE RESPONSIBLE FOR THE COMPLIANCE WITH THESE RULES AND REGULATIONS OF THE BEREAVEMENT GUIDELINES AND,
2. AGREES, AND BY THESE PRESENTS DOES INDEMNIFY AND FOREVER HOLD THE ASSOCIATION, ITS OFFICERS, EMPLOYEES, AGENTS, SUCCESSORS AND ASSIGNS HARMLESS FROM ANY AND ALL CLAIMS, LIABILITIES, ACTIONS, CHARGES OR EXPENSES (INCLUDING ATTORNEY FEES) IN CONNECTION WITH THE LOSS OF LIFE, PERSONAL INJURY, AND/OR DAMAGE TO PROPERTY ARISING OR ALLEGED TO ARISE DIRECTLY OR INDIRECTLY FROM OR OUT OF THE OCCURANCE OF ANY EVENT OR INCIDENT UPON OR WITHIN THE BELLAVITA BOUNDARIES BEFORE, DURING AND/OR AFTER A FUNCTION AS RESULT OF NEGLIGENCE OF THE ASSOCIATION, OF ITS MEMBERS, EMPLOYEES, OFFICERS, AGENTS, SUCCESSORS AND ASSIGNS, FROM AND AGAINST ANY AND ALL CLAIMS. WHILE THIS PERSON IS IN ROUTE TO OR FROM THE BELLAVITA BOUNDARIES BEFORE, DURING AND AFTER FUNCTION.

Name of Resident Service is being held for: \_\_\_\_\_

Requesting Article in Newsletter?      Yes / No

If you are requesting a page in the weekly newsletter please provide the clubhouse with detailed information. The newsletter is published on Tuesday. Submission deadline is Monday at 6 pm to be included in current week.

Audio/Visual Requested?      Yes / No

\_\_\_\_\_  
Name of Person Responsible (PLEASE PRINT)      Date & Time of Event

\_\_\_\_\_  
Email Address      Phone #

\_\_\_\_\_  
Signature      Date

**Stop here.**

Clubhouse Use Only – Please do not write below this line.

Date Reserved: \_\_\_\_\_ Number of guests: \_\_\_\_\_ Time: \_\_\_\_\_

Special Needs: (includes A/V equipment) \_\_\_\_\_

#### **\*\* Staff:**

- Please check calendar; ensure private parties or events are not scheduled for requested date.
- There is a limit to one Bereavement/Celebration of life per day, and max of 2 per week.
- If you are scheduling 2, please reach out to Sue Steiks to ensure her availability, as she is the Bereavement committee chairman.