



APPLICATION FOR EXCLUSIVE USE

The Ballroom and Arts & Crafts Room may be rented by Residents depending on availability. BellaVita HOA reserves the right to accept or deny any room rental request.

Request for Private Rental of:

- ☐ **Ballroom:** Tables, chairs, ballroom set up and use of the kitchen and restroom access are included with rental. Rental does not include use of tablecloths, chair covers or other linens.

Deposit: \$500.00 required at the time of booking. Deposit will be returned within 10 days of the event if all rules are followed.

Fee: \$100.00 per hour, required in full at least 10 days prior to the event. Hours of rental are binding and must be strictly adhered to.

Audio/Visual: Any audio/visual requests must be provided at least 10 days prior to the event.

- ☐ **Arts & Crafts Room:** Tables, chairs, set up and use of the kitchen and restroom access are included with rental. Rental does not include use of tablecloths, chair covers or other linens.

Deposit: \$250.00 required at the time of booking. Deposit will be returned within 10 days of the event if all rules are followed.

Fee: \$25.00 per hour, required in full at least 10 days prior to the event. Hours of rental are binding and must be strictly adhered to.

Name of Resident (Event Honoree) _____

BellaVita Address _____

Name of Person Responsible _____

Email Address _____ Phone # _____

Date Requested for Rental _____ Event Times (start and end) _____

Description of Event _____

Number of People Attending _____

Set-up: A set-up diagram must be provided at least 10 days prior to the event.

Cancellation: A cancellation fee equivalent to the deposit will be charged for any event cancelled within 7 days of the event.

Gate Access for Outside Guests: The Homeowner is responsible for requesting that gates be opened for outside guests. Gates may be opened 1 hour before start of event and 1 hour after start of event to allow access for outside guests. Anyone arriving after such time should call the front desk from the directory call box at the gate.



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Set-up: The contract for rental allows for 2 hours of set up prior to event. Time requested for set-up to start prior to the event: _____

Clean-up: The reservation includes **1 hour** of clean up at the end of the event. This time cannot exceed the closure of the clubhouse. Please adjust the hours of your event accordingly to allow adequate clean up time prior to closure.

Audio/Visual Requested? Yes No

Type Requested _____

Will Alcohol be Served? Yes No

Will there be Catering Services? Yes No

Name of Caterer _____



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I, _____, agree to take full responsibility for all actions of my guest while on BellaVita Property during my private party. I further acknowledge that I am bound by all Rules and Regulations in force at BellaVita and agree to the following rental requirements. **Failure to follow the Rules and Regulations in force at BellaVita and/or these rental requirements will result in forfeiture of all or part of the deposit.**

1. The resident must be the event honoree and must be present during all hours covered by the rental agreement including set up and clean up.
2. All deposits and fees have been explained fully.
3. No nails or holes may be created in the walls or stage.
4. No glitter or confetti of any kind is permitted.
5. There is no smoking in the clubhouse, facilities, or on pool deck area.
6. No open flames are permitted.
7. Guests are not permitted to enter the A/V room for any reason.
8. All persons attending the private function only have use of the room rented, kitchen, and restrooms.
9. There are no drinks or food allowed outside the rented room.
10. Event host is responsible for cleaning the rented area after the function. This includes removal of all decorations, trash or anything that cannot be picked up by the vacuum. All trash must be removed from the facility and placed in the outside dumpster. All tables and counters must be wiped clean. Kitchen floor must be swept and be clean of trash and spills.
11. Parking lot must be clean of all trash and debris.
12. Service animals specifically trained to aid a person with a disability are welcome. No other pets are allowed in the building.

APPLICANT HEREBY AGREES, AS EVIDENCED BY SIGNING BELOW THAT:

YOU HAVE READ AND AGREE TO BE RESPONSIBLE FOR THE COMPLIANCE WITH THESE RULES AND REGULATIONS, AND AGREE, 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 EVENT BEFORE, DURING AND AFTER THE EVENT.

(Print) Name of Applicant

(Signature) of Applicant

Date



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STOP HERE

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

APPROVED / DENIED INITIALS: _____

DEPOSIT AMT: _____ DATE PAID: _____ RECEIVED BY: _____

RENTAL FEE DUE: _____ DATE PAID: _____ RECEIVED BY: _____

SET UP LAYOUT COMPLETED? Y/N

OTHER SPECIAL REQUEST _____

SET UP FOR BALLROOM

NUMBER OF LG ROUND TABLES: (3 MAX) _____

NUMBER OF STANDARD ROUND TABLES: (20 MAX) _____

NUMBER OF RECTANGULAR TABLES (20 MAX) _____

NUMBER OF CHAIRS AT EACH ROUND TABLE (8 MAX) _____

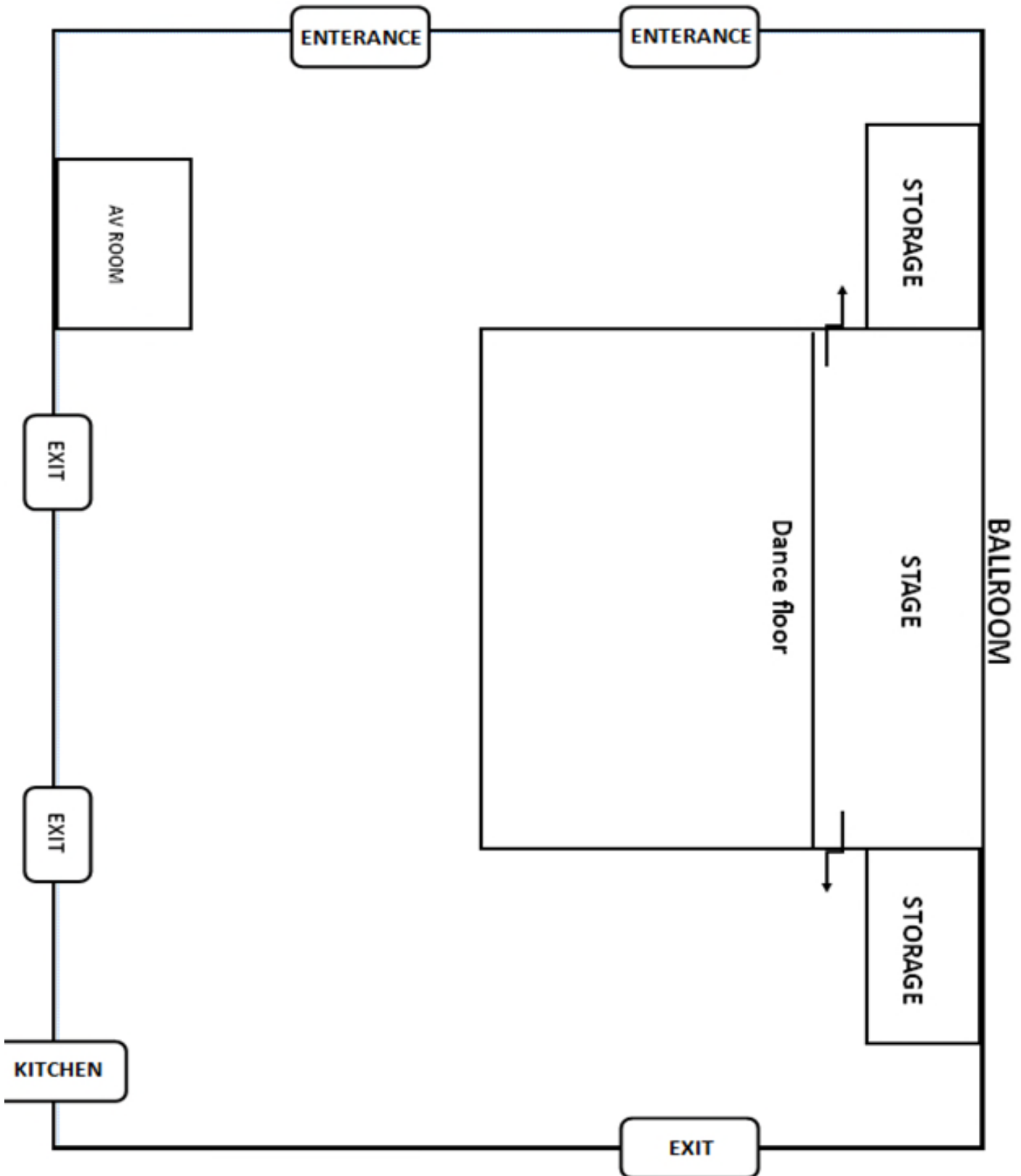
NUMBER OF CHAIRS EACH RECTANGULAR TABLE _____

NUMBER OF CHAIRS THEATRE STYLE: _____

NUMBER OF ROWS: _____

PODIUM? Y/N

#MICS: _____





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