

KEY VISTA

SPECIAL EVENT AGREEMENT

Name: _____

Phone: _____

Address: _____

Email: _____

Mon Tues Wed Thurs Fri Sat Sun

Type of Event: _____

Select the location and time from the options provided

Event Date: _____

Time Slots: 10 AM - 3 PM | 4:00 PM - 9:00 PM

Approx. Attendance: _____

Event Locations: Ballroom | Pool Deck | Game room

Event Time: _____ TO _____

FOR OFFICE USE ONLY

Space One Two Three

Usage Fee: \$150 | \$300 | \$450 Paid: _____

Deposit: \$250 | \$500 | \$750 Paid: _____

playground side picnic table | volleyball court picnic table

CHECKS PAYABLE TO: KEY VISTA MASTER HOA

Usage Fee can be paid with a check or a card.

Deposit **MUST** be paid with a check.

One location cost \$150 with a \$250 deposit. Each additional space costs \$150 per space, with an extra \$250 added to the initial \$250 deposit.

Reservation Policy

Event reservations are exclusively available to Key Vista residents, who must be present for the entire event. A completed agreement, along with full payment of the deposit and rental fee, is required at least 48 hours before the event. Additionally, all HOA dues and fees must be up to date to qualify for amenity rentals. Any violation of this policy will result in loss of deposit.

INITIAL BELOW :

Parking Policy

- _____ Parking at the clubhouse operates on a first-come, first-served basis.
- _____ The parking lot contains **38 spaces**, which **cannot** be reserved for an event.
- _____ Overflow parking is available at **J. Ben Harrill Recreation Complex, 2830 Gulf Trace Blvd.**
- _____ **Overnight parking is not permitted.**
- _____ **Street parking in front of the clubhouse is strictly prohibited.**

Event Reservations & Usage

- _____ All time slots include **both setup and cleanup** within the reserved timeframe.
- _____ If an event in the **ballroom** intends to use the **pool**, both areas must be reserved, and the applicable usage fee will apply.
- _____ Reservations for both the **ballroom and pool** include:
 - One **picnic table under the awning**.
 - One **table under the pool deck patio**
 - The option to choose an area either **near the playground** or **by the volleyball court (smoking section)**
- _____ If an event **reserves only the pool**, it includes:
 - One **picnic table under the pool deck patio**.
 - One **picnic table under the awning**.
 - The option to choose an area either **near the playground** or **by the volleyball court (designated smoking section)**

Reservation Requirements:

- _____ Agreement and payment must be submitted at least 48 hours before the event. Board of Directors **approval is required in advance for any equipment used**.

Rules & Regulations:

Doors Must Remain Closed

- _____ Doors must remain closed at all times to maintain security.
- _____ Propping or leaving doors open will result in forfeiture of your deposit.
- _____ Guests must be let in by the hosting resident.

Clubhouse Attire

- _____ All residents and guests must wear a cover-up or shirt and footwear inside the clubhouse.
- _____ Wet pool attire is prohibited, except in the locker rooms.

Music & Noise Restrictions

- _____ DJs and loud music are not permitted after 9:30 PM, except for holiday and community events.

Prohibited Items & Activities

- _____ Grills and cooking devices are strictly prohibited on the pool deck.
- _____ Glass containers are not allowed in the pool area per Florida state law.
- _____ Only paper and plastic cups are permitted.
- _____ The event host is responsible for ensuring that no one under 21 consumes alcohol.

Cleanup Responsibilities

- _____ The event space must be returned to its original clean condition.
- _____ Floors must be swept and mopped.
- _____ Bathrooms must also be left clean and tidy.
- _____ All trash must be disposed of in the dumpster located in the parking lot behind the fenced enclosure.
- _____ Party supplies must be brought and removed by the event host.
- _____ Confetti and glitter should be avoided, as they are difficult to clean.

Decorations

- _____ Decorations are not permitted on the walls or ceiling of the clubhouse.
- _____ All decorations must be removed during cleanup.

Event Timing & Access

- _____ The clubhouse, parking lot, pool, and spa close at 10:00 PM.
- _____ All cleanup must be completed, and the venue vacated by the end of the reservation time to avoid deposit forfeiture.
- _____ Reserved events do not include access to the other rooms or amenities unless rented.
- _____ Key Vista residents maintain access to all clubhouse and pool areas during events.

Additional Rules

- _____ No pets are allowed at any time in the clubhouse, pool area, or pool deck.
- _____ Tables may not be moved during rental time. All table adjustments must be handled exclusively by management.
- _____ Rentals never include the gym/weight room.

Compliance & Penalties

- _____ Failure to follow these rules will result in the forfeiture of your deposit.

Agreement & Acknowledgment

I, _____, agree to all terms outlined in this Special Event Agreement. I understand that failure to comply with these rules, including cleanup requirements, may result in penalties, loss of my deposit, and possible suspension from future reservations.

Signature: _____ **Date:** _____

KEY VISTA

SPECIAL EVENT INDEMNITY AGREEMENT

This Indemnity Agreement is made this _____ day of _____ 20____, by and between _____ (INDEMNITOR) and KEY VISTA MASTER HOA, INC., a Florida not-for-profit corporation (INDEMNITEE).

INDEMNITEE agrees to allow INDEMNITOR to use the Clubhouse for extraordinary purposes and agrees to between the parties from time to time. For dollars _____ (\$____.00) and other good and valuable considerations, the receipt and sufficiency of which is hereby acknowledged.

INDEMNITOR agrees to indemnify and hold harmless INDEMNITEE as follows:

INDEMNITOR undertakes to indemnify INDEMNITEE and hereby agrees that INDEMNITOR shall forever defend and indemnify INDEMNITEE and hold INDEMNITEE harmless from and against any and all injuries, losses, claims, actions, damages, liabilities and expenses (including attorney's fees and court costs) to persons or property arising from any and all obligation, liability or responsibility under the laws of the State of Florida, and any other state of the Unites States, and of the United States of America, for, from, upon, under, on account of, or growing, or arising out of said claims or action, including, but not limited to all damages, losses, costs, charges, and expenses of every kind, nature and character, now existing or hereafter arising, known or unknown, or hereafter becoming known, accrued or hereafter accruing, resulting directly or indirectly, proximately or remotely from any and all matters and things embraced in said claims and in said action relating to and resulting from the INDEMNITOR's use of the Clubhouse.

IN WITNESS WHEREOF, the Parties have executed this Agreement.

INDEMNITOR

INDEMNITEE

KEY VISTA RESIDENT

KEY VISTA MASTER HOMEOWNERS ASSOCIATION, INC.

Clubhouse Manager / CAM

PRINT NAME

SIGNATURE

SIGNATURE

DATE

DATE