

KVV Clubhouse Reservation Form

(application must be submitted 15 days prior to the date of event)

Name: _____ Phone: _____

Address: _____ Type of Event: _____

Date of the Event: _____ Time of the Event From: _____ To: _____

In Accordance with Clubhouse Regulations, a deposit in the amount of \$50.00 must accompany this application to reserve the Clubhouse for a private function. The deposit check should be made payable to Key Vista Villas HOA. **Place the completed application and deposit check in an envelope and place it in the black mailbox inside the Villas Clubhouse next to the Community bulletin board. Notify the Villas Clubhouse Manager that you have placed an application for reservation at that time via phone or e-mail. Manager contact information is posted by the mailbox. You will be notified ASAP whether your request has been approved or denied. Upon approval, the event will be added to the Clubhouse calendar at the direction of the Clubhouse Manager.**

All events are limited to 52 people. Reserving the Clubhouse is for the Interior only. The pool, spa, patio area and billiard room cannot be reserved and may not be used by guests attending your function. You are responsible for bringing all of your own party supplies. You are responsible for setting up and taking down extra tables and chairs. These can be provided by the Clubhouse Manager upon request. **No decorations of any type may be tacked/taped/secured in any fashion to the walls of the Clubhouse.**

You are responsible for any and all damages caused by guests, even if the cost exceeds the deposit amount. No one under the age of 21 attending the function may consume alcoholic beverages per Florida State Law. There is NO SMOKING allowed inside the Clubhouse

Front and rear doors must remain closed at all times.

The Clubhouse is closed at 12:00 AM. Your party must end and the Clubhouse cleaned and vacated prior to 12:00 A.M. or you will forfeit your \$50.00 deposit.

The resident signing below is responsible to make sure that the Clubhouse is returned to its normal condition after the function. When leaving, all lights and fans must be turned off, including the lights in the restrooms and thermostats re-set to original setting. All trash must be removed from the Clubhouse and taken home.

If the Clubhouse is left neat and clean, your \$50.00 deposit check will be returned.

Any questions should be directed to the Clubhouse Manager or HOA Board member.

By signing below, you agree to comply with all Clubhouse Regulations regarding the reserving of the Key Vistal Villas Clubhouse.

Signed: _____ Date: _____

Villas Approval: _____ Date: _____