

**Key Vista Villas
Clubhouse Reservation Form**

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

Name: _____ Phone: _____

Address: _____ Type of Event: _____

Date of the Event: _____ Time of 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 the Key Vista Villas HOA. Place the completed application and check in an envelope and place it in the mailbox located inside the Villas clubhouse

All events are limited to 52 people. Reserving the Clubhouse is only for the interior clubhouse. 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. No decorations of any type may be tacked/taped/secured in any fashion to any walls.

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.

Front and rear doors must remain closed at all times. Smoking is permitted only in designated outdoor areas.

The clubhouse is closed at 12:00 A.M. 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 lights in the restrooms. All trash must be removed from the clubhouse and either taken home or deposited in the dumpster located in the parking lot at the main clubhouse on Key Vista Boulevard after notifying the main clubhouse manager 5 days prior to the date of the function.

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

Any questions should be directed to a member of the KVV Homeowners Association Board of Directors.

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

Signed: _____ Date: _____

Villas BOD Approval: _____ Date: _____

(Signature)