



Clubroom Reservation Agreement

(Residential Agreement)

The Metropolitan at Lake Eola Condominium Association, Inc
151 East Washington Street
Orlando, FL 32801

This is an agreement between Metropolitan at Lake Eola Condominium Association, Inc. (Owner) whose address is 151 East Washington Street, Orlando FL 32801 and _____ (Client) whose address is _____ and whose telephone number is _____ (“Agreement”). The Agreement shall be effective as of the date that the Owner and Client (collectively the “Parties”) have both signed the Agreement (“Effective Date”). The Agreement shall be binding upon the Parties as of the Effective Date and shall continue in effect for a term of ten (10) years (“Contract Term”).

During the Contract Term, any rental by the Client of the Club Room shall be governed by and subject to this Agreement.

Applicant desires to use the Clubroom to host a party, gathering, or other social, recreational, or business event (hereinafter “Event”) as follows:

Date: _____

Scheduled Event Time (including setup/tear-down):

BEGIN: ____: ____ AM/PM END: ____: ____ AM/PM

TOTAL SCHEDULED DURATION: ____ Hours

Nature/Details Regarding the Event:

Number of guests: 6-19 20-49 50-99

1. Rental Charges:

a. Half-day Clubroom: \$300.00 (4 hours) must start after 8:00AM and end prior to 5:00PM. Payment must be received 7 days prior to event.

b. Full-day Clubroom: \$500.00 (9 hours) must start after 8:00AM and end prior to 5:00PM. Payment must be received 7 days prior to event.

c. Guest List must be provided 48 hours prior to event.

d. Evenings (weekdays after 5pm) and Weekends (all day) – See “Clubroom Fees” Chart below:

Fee and refundable Deposit Tables:

Guests	Clubroom Fees		
	Fee	Staff Handling Fee	Refundable Deposit
6-19 Guests	\$100.00 Per Hour	-	\$500.00
20 - 49 Guests	\$100.00 Per Hour	\$50.00 Per Hour	\$500.00
50 -99 Guests	\$150.00 Per Hour	\$100.00 Per Hour	\$500.00
DOES NOT INCLUDE POOL DECK			
50% Discount Rate for Unit Owners			

2. Security Deposit: \$500.00 for half day rental. Security Deposit must be received 7 days prior to event. Owner shall be entitled to use this amount to pay any charges incurred or to compensate Owner for any loss or damages as a result of Client’s breach of any term of this Agreement. In the event that the Club Room, Bathroom or any other portion of the Premises are left in a condition that is non-compliant with the terms of this Agreement, then Owner shall retain the full amount of the Security Agreement as compensation for arranging for the cleaning of the Club Room, the Bathrooms or any other portion of the Premises that Client or its customers failed to properly clean.

3. Terms and Conditions:

(a) Client must observe the following hours of operation:

Weekdays: all events must conclude by 10:00 p.m. and Client and its customers must vacate the premises by 11:00 p.m.

Weekends: all events must conclude by 11:00 p.m. and Client and its customers must vacate the premises by 12:00 a.m. (midnight).

(b) Client shall ensure that no excessive noises, including music, occur during the event. DJs are permitted subject to this requirement. If at any time, noise levels become excessive, as determined in the sole discretion of the Owner, then Owner shall have the right to terminate the event without any refund to the Client.

(c) Client and its customers shall not be allowed on the pool deck or in any other portion of the Premises other than the Club Room and the first floor bathrooms except that Client and its customers shall be allowed the usage of the canopy area right outside the Club Room’s poolside door.

(d) Client and its customers shall be prohibited from attaching any decorations or other objects to the walls, chairs, tables or any other surfaces via the use of nails, screws, thumb tacks, tape, staples, or any other means or materials.

(e) Client will ensure that the Club Room is left in the same condition as before the Client’s event. This will include vacuuming, cleaning all tables, chairs and any other surfaces, picking up and removing all trash from the Premises, and otherwise returning the Club Room back to the

Owner in the same condition as before the Client's event. Client shall also ensure that all Bathrooms and all other portions of the Premises are similarly left in the same condition as before the Client's event, including toilets flushed, all surfaces cleaned and the picking up and removal of all trash from the Premises.

(f) Client shall not assign its interest in this Agreement to any other person or entity.

(g) Client shall, at all times during the Contract Term, procure and maintain, at its expense (i) a policy of general liability insurance applying to Client's operations and use of the Premises, providing a minimum limit of \$1,000,000.00 per occurrence and in the aggregate, naming Owner as an additional insured and (ii) workers' compensation insurance in an amount not less than \$1,000,000.00. Certificates of Insurance demonstrating Client's compliance with these insurance requirements must be provided 48 hours in advance of any event.

(h) Client hereby indemnifies and holds Owner and Owner's property manager and their respective officers, directors, employees, managers and agents ("Indemnitees"), harmless from all liability and claims for (i) any property damage, (ii) bodily injury, (iii) personal injury, (iv) for the death of any person or (v) any other damages whatsoever that are the result of the sole, joint or concurrent negligent or intentional acts of Client or its employees, agents, servants, customers, invitees or licensees. Notwithstanding the terms of the Agreement to the contrary, the terms of this Section shall survive the expiration or earlier termination of this Agreement.

(i) Client hereby acknowledges that it shall be responsible for any and all damage to Owner's property and shall pay all such damages to Owner within thirty (30) days.

(j) If either Party materially breaches this Agreement and should the non-breaching Party seek to enforce it rights through legal action, the prevailing Party shall recover from the other Party all costs and expenses incurred, including, but not limited to, reasonable attorney fees.

(k) Time is of the essence with regard to all provisions of this Agreement.

(l) Client acknowledges, understands and agrees that at all times during its Rental of the Club Room, Client shall abide by the rules and regulations of THE METROPOLITAN AT LAKE EOLA CONDOMINIUM ASSOCIATION, INC.

I read, I acknowledge, I understand, and I agree with all the above.

Applicant:

Print Name: _____

Signature: _____

Address: _____

Unit #: _____

Phone #: _____

Metropolitan at Lake Eola Management

Print Name: _____

Signature: _____

Title: _____

Date: _____ / _____ / _____

Unit #: _____

**Clubroom Rental Checklist
TO BE FILLED OUT THE DAY OF THE EVENT BY
MANAGEMENT/CONCIERGE**

This checklist will help you protect your refundable deposit. On or before the date of the event you will be required to present a valid credit card for the total amount of the refundable deposit which will be charged to you card. Upon completion of your event your event your Refundable deposit will be returned per the terms of the agreement.

Key	
Yes	Y
No	N
Scratched	S
Damages	D
Broken	B
Repair Needed	R
Not Applicable	NA

Resident Information

Unit Owner or Lessee Name:			Unit #:	
Date of Event	____ / ____ / ____	Guest List Provided:	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Refundable Deposit Due	\$ _____	Refundable Deposit Collected	\$ _____	
Amenity Rented	Clubroom <input type="checkbox"/>			
Number of Guests Expected:	6 - 19 Guests <input type="checkbox"/>	19 - 49 Guests <input type="checkbox"/>	50 - 99 Guests <input type="checkbox"/>	Actual Number of Guests:
Scheduled Start Time		Scheduled End Time:		
Actual Start Time		Actual End Time:		
Special Instructions:				

Unit #: _____

Clubroom & Kitchen

Item	Pre-Rental	Post-Rental	Comments
All Counter Tops Clean & Wiped Down			
All Kitchen Appliance Clean & Wiped Down			
Refrigerator Cleaned Out			
Trash Cans Empty & Lined			
All Tiles Swept & Mopped			
Furniture in Standard Arrangement			
TVs in Working Order			
No Tape or Wall on Ceilings			

Print Name: _____

Signature: _____

Metropolitan at Lake Eola Management

Print Name: _____

Signature: _____