

LIVE OAK PRESERVE ASSOCIATION, INC.
9401 Oak Preserve Boulevard
Tampa, FL 33647
813-994-0591

PHONE (Home) _____ (Work / Cell) _____

DATE OF REQUESTED RESERVATION: _____

THE FUNCTION TO START AT: _____ (a.m. / p.m.) / TO END: _____ (a.m. / p.m.)

NUMBER OF ATTENDEES: _____ (maximum capacity is 100 persons)

I understand that I have been granted use of the Live Oak Preserve Clubhouse on the above stated date and time, subject to the following terms and conditions.

1. Live Oak Preserve Association Inc. (LOP), its members, Board of Directors, Clubhouse Staff, Greenacre Properties, Inc., and their representatives will in no way be liable for loss, damages, or injuries to any resident or guest in connection with this event. **Resident assumes full responsibility and liability for any claims arising at the above stated activity.**
2. Resident assumes full responsibility for any loss or damages caused to the premises and property of LOP as a result of the use of the clubhouse as stated above.
3. Resident agrees to return the premises to a neat, clean, and orderly condition and is responsible for removing and disposing of all trash and garbage created as a result of this activity.
4. Resident agrees to be fully responsible for maintaining an orderly function and will allow no illegal activity on the premises, will refrain from loud and annoying activities that may disturb surrounding residents or other clubhouse guests.
5. Resident agrees and understands that the use of this facility is granted for residents only and may not be reserved for a non-Live Oak resident.
6. Rental area of main clubhouse and kitchen area only. Billiards room, fitness room, and pool areas cannot be reserved.
7. Rental hours are from 10:00 a.m. to 10:00 p.m.
8. Ten (10) day minimum advance reservation requested for reservation of the clubhouse. Deposit and fee checks must accompany the reservation form. All checks will be cashed upon receipt.
9. Parking is limited. If a large number of guests are expected, resident may be required to obtain professional assistance for guest parking. Parking on the grass and in front of a homeowner's residence is strictly prohibited.
10. Resident will be required to notify all guests of the policies and procedures for entrance into the community and will need to make arrangements to allow entry to the community on the date of the event.
11. Resident agrees and understands that an adult MUST supervise all youth functions. A LOP resident must be present at all times while the clubhouse is in use.
12. COST TO RENT THE FACILITY: \$150 NON-REFUNDABLE Fee covers 5 hours. Any set-up and clean-up time is included in the 5 hours, so plan accordingly. **You will not be permitted to set-up until your reservation time begins.** There will be a fee of \$25 for each additional reserved hour.
13. Management / clubhouse staff will not provide set up.
14. The use of propane or barbecue grills is prohibited in the clubhouse, patio, or pool deck area.
15. If using a caterer, please request and provide a certificate of insurance. All food and provisions must be removed at the end of the function. All trash MUST be removed and disposed of by the caterer or resident and not left at the clubhouse, kitchen, or surrounding trash cans. Dumpster in parking lot may be used for all trash.
16. The swimming pool may be utilized; but may not be reserved for private use. Refer to the Pool Rules and Spa Rules. No wet bathing suits are permitted in the clubhouse.
17. The Fitness Center and Billiard Room are not part of the clubhouse for private party consideration. That part of the building must remain open for other residents use.
18. No decorations are to be tacked into any wall surfaces.

- 19. There is **NO** alcohol permitted in or around the clubhouse.
- 20. The area is monitored by cameras.
- 21. No furniture is to be moved in clubhouse.

DEPOSIT REQUIRED:

\$150 NON-REFUNDABLE use fee covers 5 hours (plus \$25 for each additional reserved hour) AND a \$200 refundable deposit. One money order is to be made payable to Live Oak Preserve Association, Inc., and one check is to be made payable to Live Oak Preserve Association, Inc. Deposit check will be refunded upon inspection of the clubhouse to ensure that it has been left clean and orderly, all inventories accounted for, and all rules have been complied with and the key has been returned. A cleaning fee of \$42.50 per hour will be charged if the clubhouse is not returned in the condition it was received.

MEETING ROOM RESERVATION:

The small meeting room can be reserved for \$20 per hour for meetings only and cannot be reserved or used for a party. Live Oak Preserve owner must be present during entire meeting.

PLAY GROUND RESERVATION:

The playground can be reserved by a Live Oak Preserve owner for a \$50 refundable deposit. The owner must be present at the party the entire time or the deposit is automatically forfeited to the HOA for not following the rules. Reservations must be booked in advance and the playground area must be cleaned up completely (including removing excessive trash/debris). The area will be checked after the party and if the playground area is not left in a clean manner, then the deposit will be forfeited. The playground (whether reserved or not) is for the use of Live Oak owners, so no one can be denied access to the playground during a party. There is also a maximum number of 10 people, and a maximum time of 2 hours, when renting the playground for parties.

I AGREE TO ALL TERMS AND CONDITIONS FOR THE USE OF THE LIVE OAK PRESERVE CLUBHOUSE AND FULLY UNDERSTAND THAT I AM RESPONSIBLE FOR ANY AND ALL DAMAGES INCURRED BY MYSELF OR MY GUESTS.

Upon entering the clubhouse on the day and time of my reservation, I will have my copy of the rental agreement and photo identification available for the clubhouse monitor to verify that I am a resident of Live Oak Preserve.

If at any time, it is revealed that I reserved the clubhouse for a non-resident of Live Oak Preserve, then I understand that the full amount of my \$200 deposit will be forfeited to Live Oak Preserve for not following the rules as agreed (no exceptions).

Resident's Signature

Date

Resident's Community Address

Resident's Printed Name

Check # - Deposit

Money Order # - Use Fee

Date Deposit Returned

Comments:

