

**WINDSOR PARK ACTIVITY ROOM RENTAL AGREEMENT**

Name: \_\_\_\_\_

Windsor Park Address: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Mobile: \_\_\_\_\_ Business: \_\_\_\_\_

Email Address: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Hours Requested: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of People Attending \_\_\_\_\_

Reservations are not available on the following days:

New Year's Eve	Memorial Day	Halloween	Christmas
New Year's Day	Mother's Day	July 2nd to July 4th	Thanksgiving
Easter	Labor Day	Hanukkah	

**Room Options:**

- \_\_\_\_\_ East Activity Room - Includes the adjacent side patio for a maximum of 30 people. (Kitchen and bounce house are not included.)
- \_\_\_\_\_ West Activity Room - Includes the adjacent side patio, kitchen, and bounce house for a maximum of 30 people.
- \_\_\_\_\_ Whole Room - Includes 2 adjacent side patios, kitchen and bounce house for a maximum of 60 people.

**Outside Vendor/Caterer:** (Attach separate sheet for additional vendors)

Vendor Name: \_\_\_\_\_

Service/Equipment Provided: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

A certificate of liability insurance is required from each vendor naming as an additionally insured Windsor Park Abacoa HOA, Inc. with the address as: c/o Capital Realty Advisors 600 Sandtree Drive Suit 109 PBG, FL 33403. Each food vendor must provide a copy of their health department permit. Vendor documentation must be submitted 7 days prior to the event.

Provide **THREE** checks, dated with the date of the event from the **Homeowner:**

1. \$150 Cleaning Fee payable to **Nel's Best**
2. \$250.00 Security Deposit payable to **Windsor Park HOA**
3. Rental Fee payable to **Windsor Park HOA**  
    \$40.00 for Activity Room #1  
    \$50.00 for Activity Room #2  
    \$75.00 for Whole Room

Submit the completed agreement and all three checks to: Capital Realty Advisors, Inc., 600 Sandtree Dr., Suite 109, Palm Beach Gardens, FL 33403. All three checks and a completed agreement are required to reserve the event date. Returned checks will be charged a fee of \$30.00. Any returned checks will result in any future payment being accepted by money order only.

**All cancellations must be made within seven (7) days of the contract to receive a refund. Any cancellations made after that period will result in the Association refunding only 50% of the security deposit.**

**Terms and Conditions: Initials are required.**

1. The Association's recommendation is for all CDC Guidelines to be followed. **X \_\_\_\_\_**
2. This rental is ONLY for the activity room and adjacent patios specified on this form. The private party does not include the use of the pool, cabana, fitness center, T.V. room, clubhouse hallways, front porch, fire pit, or BBQ area. **X \_\_\_\_\_**
3. No alcohol is permitted. **X \_\_\_\_\_**
4. **NO FOR PROFIT BUSINESS OR SALES ACTIVITIES OF ANY KIND ARE PERMITTED.** **X \_\_\_\_\_**
5. Windsor Park cannot be held responsible for any deliveries made to the clubhouse prior to your event. You must be here to sign any delivery forms. This includes but is not limited to; party rental equipment and caterers. **X \_\_\_\_\_**
6. In the event any furniture is moved, it must be returned to its original place **X \_\_\_\_\_**
7. Smoking is not permitted inside clubhouse. In the event any of your guests smoke, they must smoke outside on the back patios. There is no smoking in the front of the clubhouse. **X \_\_\_\_\_**
8. All private parties requiring more than 10 parking spaces are required to hire a valet service. **X \_\_\_\_\_**
9. All bags of garbage must be removed at the end of the event and disposed of properly. This is not included in your cleaning fee. **X \_\_\_\_\_**
10. The kitchen is for the storing and reheating of prepared food only. **X \_\_\_\_\_**
11. No actual cooking or grilling is allowed. The kitchen must be returned to its original clean condition. **X \_\_\_\_\_**
12. Room rental hours are Monday-Sunday 7:00 A.M. to 10:00 P.M. **X \_\_\_\_\_**
13. Proper attire is required, i.e., no swimsuits, bare feet, bare chest. Cover-ups are required. **X \_\_\_\_\_**
14. The resident who rents the requested room must be present for the entire event. **X \_\_\_\_\_**
15. The room divider must remain in place for the entire event and may not be operated by any other person than the Property Manager or a person designated by the Property Manager. **X \_\_\_\_\_**
16. All guests must enter through the activity room access doors from the adjacent side porches. Exterior doors must be kept closed at all times. **NO PROPPING OPEN OF THE FRONT DOOR IS PERMITTED.** **X \_\_\_\_\_**
17. No animals of any kind are permitted except service dogs and registered emotional support animals. **X \_\_\_\_\_**
18. Do not tape anything to the walls. **X \_\_\_\_\_**
19. Arrangements with the manager are needed to pick up the keys prior to the day of the event and to return the keys no later than the day after the event. **X \_\_\_\_\_**

The homeowner renting the requested room is responsible for any and all damages to the Clubhouse or loss to the HOA attributable to their Event. The homeowner is also responsible for ensuring that all attendees comply with all applicable laws and regulations, including Windsor Park Clubhouse Rules and HOA rules of conduct.

*Failure to abide by any of the terms of this rental agreement will result in the forfeiture of the security deposit. The HOA may then impose additional fees to pay for any damage or loss that would have been covered by the forfeited security deposit.* **X \_\_\_\_\_**

**I acknowledge that I have read and agreed to the Terms and Conditions of the Windsor Park Clubhouse Room Rental Agreement. I agree to indemnify and hold harmless the Windsor Park Abacoa HOA, its officers, employees and agents from and against any accident or injury that might be sustained from my rental of the Room. I will assume full responsibility for the actions of my guests and be personally liable for any claims that may arise as result of their actions while using this facility.**

By: \_\_\_\_\_  
Resident Signature Date

By: \_\_\_\_\_  
HOA Representative Date

Deposit: \_\_\_\_; Cleaning Fee \_\_\_\_; Rental Fee \_\_\_\_\_