



**WINDOVER FARMS OF MELBOURNE
PAVILION RESERVATION AGREEMENT**

LOT # _____

LOT OWNERS(S) NAME: _____

ADDRESS: _____

PHONE # (HOME) _____ (WORK) _____ (CELL) _____

EMAIL ADDRESS: _____

DATE & DAY OF USE _____ **NUMBER OF PEOPLE** _____

PURPOSE OF EVENT _____

PROJECTED START TIME _____ (include set up time)

PROJECTED END TIME _____ (Include clean up time)

PAYMENT DATE/AMOUNT:

Deposit \$ _____

Date Paid _____

RULES & REGULATIONS

1. The **sponsoring Association member(s) must be present at all times during the function and enforce the rules and regulations**, because that person(s) is responsible for all guests and their actions.
2. For all events which include children, the children must be accompanied by their parent or guardian, during the entire event.
3. There will be **no more than 50 guests** permitted, unless this is a Windover Farms Association event.
4. The facilities may not be used for profit, unless this is a Windover Farms Association event. The facilities are for **private** use of association members in **good standing only**, and not **directly** or **indirectly** for **profit** or **promotions** or **political rallies**. Use of the pavilion for **garage sales** is limited to the **community garage sale** sponsored by the social Committee or as authorized by the Board of Directors.
5. **No sponsoring of Company parties or similar events**, without prior written approval by the Board of Directors. The request must be in writing and received by the office at least **5 days prior to the scheduled Board of Directors' meeting**.

6. Use of the pavilion and surrounding facilities will terminate no later than **10:00 P.M.**
7. Protect the rights of the adjacent neighbors by preventing loud music and boisterous behavior. Remember that this is their home as well as yours.

8 **PARKING:**

- a. All cars must park in the parking lot adjacent to the racquet ball courts and the office pavilion area or on the grass along the North side of Big Pine Road from Windover Way to Mallard Drive and on the west side of Mallard Drive from Big Pine to the exercise trail (see Office Map).
 - b. Pavilion user must place **"No Parking"** signs along both sides of Windover Way from the entrance of Post Road to Shady Run Road and along the south side of Big Pine Road from the entrance to Mallard Drive. **(Do not park or block driveway to gatehouse)**
 - c. No parking along Windover Way.
 - d. Driving support vehicles (i.e. sound trucks, delivery trucks, barbecue trailers, etc.) over the grass areas is **not** permitted. These vehicle(s) must park in the parking lot adjacent to the racquet ball courts and the office/pavilion area.
9. User must perform an inspection, with **Office Manager, Board of Director, or Coordinator prior to and after cleanup**, of the pavilion and surrounding area.
 - 10 There will be no cooking in the kitchen or in the pavilion (including open area that is under roof). Grills are available for your use.
 - 11 **All** trash must be cleaned up. The trash can be taken home or placed in trash bags and placed in the dumpster near the gatekeeper home.
 - 12 All bathrooms, the kitchen and pavilion area must be cleaned. This includes the floor areas. A mop is available for cleaning.
 - 13 All tables, chairs and no parking signs must be put away.
 - 14 All cleaning must be completed **prior** to final inspection.

15 **RESERVATION PROCEDURES & REQUIREMENTS:**

- a. You must call the office in advance to reserve the date and time for the use of the pavilion (**but not less than 4 weeks in advance.**) Pavilion reservation is not guaranteed until a signed completed form with deposit check is received and approved by the Office Manager.
- b. A security deposit of **\$50.00** must be paid, when signing the contract. This must take place during office business hours. Allow ample time to inspect, read and understand the

entire contract before signing it. Please call the office manager and set up a time to arrange this.

c. Cancellation must be received at least two (2) full days in advance of the scheduled event. Failure to do so may result in forfeiture of deposit.

d. The security deposit will be returned after an inspection has been made and everything is determined to be in satisfactory condition. The **Office Manager, Board of Director, or Coordinator**, will perform an inspection, **with the user, both before and after the event**, and the refund will be given no later than the next business day by 5:00 P.M.

e. Any costs resulting from careless use of the facilities/equipment will be the responsibility of the reserving association member.

16 Violations of these rules and regulations may result in loss of privileges in addition to replacement cost for damages.

I, _____ have read, and fully understand all three (3) pages of this contract and agree to it's contents.

(print name)

I further understand that I am responsible and liable for the behavior and actions of all my guests.

signature (responsible association member) DATE: _____

OFFICE USE ONLY

INSPECTION MADE BY: _____

RESULTS: _____

Date of Refund: _____ **Amount of Refund \$** _____

Signature

Date