



# Rivercrest CDD Clubhouse Rental Agreement

11560 Ramble Creek Drive, Riverview, FL 33569 – Phone 813.672.3408

You Must Be a Resident of Rivercrest to Rent the Clubhouse or be a Member with a current active access cards)

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Time of Event:**    **8am to 12pm**    **1pm to 5pm**    **6pm to 10pm**    **8am to 10pm**  
(Circle Time or times for Event)

Type of Event: \_\_\_\_\_

Maximum Number of People Attending: \_\_\_\_\_ Maximum Capacity (63). (May not exceed.)

Resident/Member Name: \_\_\_\_\_

Resident/Member Address: \_\_\_\_\_  
\_\_\_\_\_

Resident/Member Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Responsibility of the rental agreement and damages is the responsibility of the resident.**

Check Received for Deposit of :    \$200.00    Check # \_\_\_\_\_ Employee: \_\_\_\_\_

Check Received for Rental of: \$ \_\_\_\_\_ Check # \_\_\_\_\_ Employee: \_\_\_\_\_

**Drivers License Number and State is required for all checks. Copy of license should be attached to rental form.** If check is written by party other than resident or the information on check is not correct, please complete information below.

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Should Refund of Deposit go to Resident/Member \_\_\_\_\_ or to Check Writer \_\_\_\_\_

**All NSF and Checks returned for any reason will result in additional fees of \$30.00 per check returned.** (Check should be written to: Rivercrest CDD.)

All rental and deposit checks will be cashed when booking room. After your event the club house will be inspected for cleanliness and if approved you will be mailed your **deposit refund as soon as possible after the event**. Final approval is at the decision of Management. If the Rivercrest Clubhouse fails inspection you will receive the balance of your deposit minus a cleaning fee of \$50.00 per hour and charges for any damage, rules violation and overstay charges as described below. Resident renting the facility must be present at the event. The violation of any of the rules may result in the District not refunding all or any portion of the deposit.

1. Residents reserving the Rivercrest Clubhouse will be responsible for their own cleaning supplies and trash bags. Staff will provide floor cleaning supplies. All trash must be placed in trash dumpster which is located in parking lot. If bags are leaking ask staff for special cart to transport to dumpster to avoid staining brick and drive.
2. Keys may be picked up no earlier than 24 hours prior to the event during normal business hours unless special arrangements are made with the management. Keys not returned immediately following event will result in a charge of \$50.00 against the deposit for replacement.
3. **The facility shall not be used before or beyond the agreed rental time.** All overages on time will be billed at \$50.00 per quarter hour.
  - a. If your rental time is 8am to Noon, you and your guests must be out and the room must be cleaned and inspected by Noon.
  - b. If your rental time is 1pm to 5pm, you and your guests must be out and the room must be cleaned and inspected by 5pm.
  - c. If your rental time is 6pm to 10pm, you and your guests must be out and the room must be cleaned and inspected by 10pm.
4. **Absolutely no decorations on walls, window dressing, fans or ceilings.** Stand up decorations and table top decorations are permitted. Balloons are only allowed in the Rivercrest Clubhouse, not outside.
5. Renter must assign a person to let party guests in main gate to the Rivercrest Clubhouse. You may not allow access to non-guests. Community Room and Restroom doors, main gate and pool gate are not to be propped open.
6. No bathing suits permitted in Rivercrest Clubhouse. Shoes and shirts are required.
7. No grills or cooking permitted in or outside facility. Warming of food only is allowed on the stove. No cooking is allowed. This is by order of the Fire Marshall.
8. Rental fees are \$200.00 for a full day and \$75.00 for each rental period, with a \$200.00 deposit which must be submitted to insure the Rivercrest Clubhouse is clean and undamaged and all rules followed. Keys must be turned in at the end of you event.
9. The amenities and exterior area and furniture may not be used exclusively for party purposes they are for the communities use. You are renting the Rivercrest Clubhouse only. Exception only with prior management approval.
10. **Pool usage is by Resident Pass only with all rules and guest limitations which apply to that pass.**
11. Cancellation of a booked event prior to two weeks of the event will receive full refund of rental and deposit. Should cancellation be within two weeks of the event the rental fee will be retained and deposit returned.
12. **NO SMOKING** is allowed in the Rivercrest Clubhouse. Smoking is allowed in designate areas only.

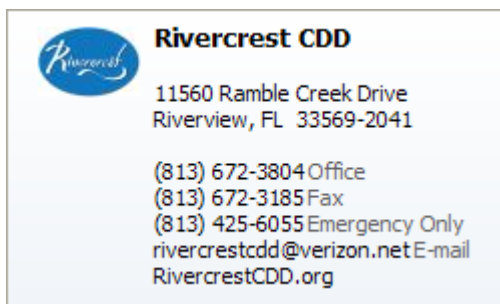
13. IN CASE OF EMERGENCY, CALL 911, then notify staff immediately.
14. All regulations are subject to change by the Board of Supervisors of the Rivercrest CDD.
15. Do not prop doors of Community Center Open without permission of the staff. Air conditioning/heat must be turned off by staff. Only in extreme situations will adjustment be made to the thermostat.
16. If repair of damage to facility or property exceeds deposit additional charges will be billed to the resident at the cost of repair to the district.

The undersigned certifies that the use of the Rivercrest Clubhouse, located at 11560 Ramble Creek Drive, Riverview, FL 33569, is voluntary, that the undersigned personally has inspected the Rivercrest Clubhouse, and assumes all risks to persons or property, including theft, that may be sustained in or about the Rivercrest Clubhouse or facilities in connection with their use. In consideration of use of the Rivercrest Clubhouse, the undersigned and the undersigned's successors and assigns, agree to release, discharge, defend, indemnify, and otherwise hold harmless, the Rivercrest Community Development District, its officers, agents and employees, from any and all claims and causes of action, including those for injury to any person, property, or theft of property, that may arise in or about the Rivercrest Clubhouse in connection with its use, regardless of whether such claims or causes of action are due to negligence or any other theory of liability. The undersigned certifies that he/she is at least eighteen (18) years of age, and has read and understands the terms and conditions of the foregoing Rental Agreement. If this Rental Agreement is entered into on behalf of an organization or a group, the undersigned certifies that he/she is authorized to sign this Rental Agreement on behalf of the organization or group, and to assume financial responsibility for damages and rules violations to the Rivercrest Clubhouse and facilities.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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

Resident/Member Access Card #: \_\_\_\_\_



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# Clubhouse Rental Checklist



Name of Renter: \_\_\_\_\_ Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Date Keys Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee Inspecting: \_\_\_\_\_

Key Description: \_\_\_\_\_

Completed	Not Completed	Check Off Item
		Renter used their own cleaning supplies except for floor.
		<b>Access is only allowed at start time of rental period.</b>
		<b>Facility cleaned and vacated by checkout time.</b>
		<b>No decorations on walls, window dressings, fans and ceilings.</b>
		Gates, doors and bathroom doors not propped open.
		No bathing suites in Community Room – Proper attire of guests.
		Warming only of food, no cooking of food.
		Pool if used by group must comply with resident to guest limitations.
		No smoking in the clubhouse and smoking only in approved areas.
		Floor was properly swept; mopped and cleaned using provided materials.
		Tables and chairs <b>cleaned</b> and returned to storage position.
		Stove cleaned with nothing left inside.
		Microwave cleaned with nothing left inside.
		Refrigerator/Freezer cleaned with nothing left inside.
		Sink is clean and garbage disposal is empty.
		Trash placed in dumpster with new bags in receptacles using proper procedures.
		Cabinets clean and empty.
		Counter tops clean.
		Thermostat Untouched and Secure.
		No damage caused to facility.

Should there be any damage please describe:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Deductions may be made for any Not Completed items or damage. Final decision on deposit refund is at the management's discretion.

Resident/Member Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Staff Member: \_\_\_\_\_