**Foxcroft Clubhouse Rental Form**

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**3494 Foxcroft Rd. Miramar, Fl. 33025**

**Phone. 954-431- 7228 Fax 954-431-2069**

**Email: foxcroftcondos3494@gmail.com**

**Items Included in Rental:**

- 50 chairs

- 3 round tables (5ft. diameter)

- 4 rectangle tables

- Toiletries for bathroom

- Full usage of refrigerator, stove and microwave

- A/C

- Accommodations for up to 50

- 4 hours (plus 2 hours before the event to prepare, and 1 hour after for cleanup)

**Rules for Clubhouse Rental**

The rental of the Clubhouse of Foxcroft Condominium Association is on a **first-come first-served basis.** A reservation becomes secured once the rental contract is signed, deposit fee is paid, and a receipt/copy is issued. The full rental fee must be paid the week prior to your event. An active valid govt. ID is required.

The Rental Fee for RESIDENTS is **$350** and **$650** for non-RESIDENTS payable with a Money Order or A Cashier’s Check. An additional $50.00 will be charged for holidays or for each extra hr. needed beyond the 4 hours. At the time the clubhouse is booked, a money order of $300.00 must be presented, (this deposit is for the purpose of covering any damage or clean-up. Any extensive damage to the clubhouse will be fully charged to the renter. (The refund of the deposit will be made after the clubhouse has been inspected for cleanliness or damages.)

This security deposit must be paid to the office **48 hours** prior to the date of the function to have access to the premises.

The required contract must be completed and signed by the renter. This will be witnessed by the Office Personnel accepting the rental fee.

At the end of the event, the venue will be secured at the time specified in the contract. It is the responsibility of the user to ensure that the venue is cleaned and vacated within the specified time, so as not to incur additional costs, which will be taken from the deposit.

\*\*\*Please note**: All lights in & outside of the clubhouse & Air Condition Must be turned off! \*\*\***

Once the Venue is inspected and left in good standing and keys are returned the renter will receive the deposit from the Office Manager on the following Monday.

PS. **There will be NO EXCEPTIONS to the RULES.**

No cars should be backed in as it’s an immediate tow (**signs are posted throughout property)**

**Make sure any decorations that are displayed outside the clubhouse for your function are removed at time of cleaning up and the parking area by the clubhouse be cleared of litter.**

**ALL RENTERS MUST ADHERE TO THE FOLLOWING**

1. No minors without adult supervision

2. No smoking

3. The association/committee reserves the right to inspect the building during the function.

4. NO functions to extend after midnight except: New Years Eve, then only then until 1:00am

5. Hall must be cleaned and vacated by 1:00 am EXCEPT on New Year’s Eve by (2:00 am)

6. Renters must supply their own pots, pans, dishes, service trays, etc.…

7. All garbage must be placed in plastic trash bags, tied and disposed of.

**UNDER NO CIRCUMSTANCES IS GARBAGE TO BE DISPOSED OF INTO ANY DUMPSTER ON THE PROPERTY, SHOULD GARBAGE BE DISPOSED THE RENTER WILL LOSE THEIR $300.00 DEPOSIT!!**

8. No excessively loud music will be allowed beyond 10:00pm please be considerate of your neighbors in both Foxcroft and The Villas.

9. Should there be more vehicles attending the function than are parking spaces, please direct them to the park in a guest parking space between building “B” and “C” **(DO NOT PARK ANY VEHICLES ON THE GRASS!!!)**

10. The blocking of residents’ cars or parking in reserved spaces will be subject to towing!!

11. There should be no nailing or stapling on the walls of the clubhouse for decorative purposes. Painter’s tape can be used but be certain that it will not peel the paint.

12. We are not responsible for any of your items lost, stolen or damaged.

13. Our closet space should not be used for storage.

14. If you should use the stove, microwave and refrigerator you are required to clean up this equipment after the function.

15. You are required to replace wall consoles if they get damaged during your activity.

**CLUBHOUSE RENTAL CONTRACT**

Name of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Resident ( ) or Non-Resident ( ) If Resident please provide Unit # \_\_\_\_\_\_\_\_

Date of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type of Function: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of function From: \_\_\_\_\_\_\_\_\_\_ To: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of guests: \_\_\_\_\_\_ (Max 50)

Deposit: $ \_\_\_\_\_\_\_ Rental: $\_\_\_\_\_\_\_\_\_\_

Date deposit was given: \_\_\_\_\_\_\_\_\_

Date the deposit will be returned if all is in order: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ have read and understand all the rules, pertaining to the rental of the Foxcroft Clubhouse and will adhere to the same.

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

Telephone: (\_\_\_\_) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Witness: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_