



VALENCIA GOLF & COUNTRY CLUB

CLUBHOUSE RENTAL AGREEMENT

1711 Double Eagle Trail
Naples, FL 34120
(239) 354-4750 (239) 354-4751 Fax

As owner of _____, I sponsor this event on (date) _____ from
_____AM/PM until _____AM/PM:
For myself or my lessee (lessee name) _____

I have enclosed two (2) checks payable to: **Valencia Golf & Country Club**, one in the amount of **\$75.00**, being non-refundable for the reservation and use of the gathering room and/or kitchen during the time period selected above, and **\$250.00** (as a refundable deposit) if the area is left clean, as specified on attached sheet. If more than one time above is being requested, the rental is increased by \$75 for each additional time segment.

To make your reservation, complete this form and mail or return to clubhouse with the two (2) checks (address above.).

As the owner I realize that I am liable for any damages, to property or person, caused by this event, and agree that all those who participate in this event will abide by all the Valencia Golf & Country Club rules.

Signed _____ (Owner) Phone Contact _____
Required

Signed _____ (Lessee) Phone Contact _____
If applicable

You are further agreeing to the following:

1. The Owner/Lessee will be present at the event.
2. Rental of the gathering room does **NOT** include the pool, lounge, fitness room, office or other areas.
3. The outer doors to the pool are to remain closed.
4. No commercial activity is permitted.
5. When established, Temporary Passes for non-residents must be requested ten (10) days before the event to display on dashboards.
6. Loud noise that disturbs the other residents living near the clubhouse is not allowed.
7. All lights must be turned off after the event is over.
8. Event is limited to the reserved time period selected.
9. Abuse of this Rental Agreement may lead to the suspension of all Owner/Lessee's clubhouse privileges for six months.
10. A checklist will be presented to the owner when reservation is confirmed. This will explain what is expected in the matter of leaving the room clean. If the room is not clean the entire deposit will not be refunded.

For Office Use Only

___ Checks Received ___ Reservation Approved ___ Date
Copy to be returned to owner along with clubhouse checklist



CLUBHOUSE RENTAL CHECKLIST

Please make sure the following items have been completed before leaving the Clubhouse:

- _____ Empty refrigerator of all contents belonging to your event
- _____ Wipe down all tables, serving areas and kitchen counters
- _____ Remove all trash from Clubhouse
- _____ Remove all decorations, including balloons
- _____ Vacuum carpet; mop tile in kitchen area
- _____ Furniture should be placed in its original location if moved during party
- _____ Turn off all lights including restroom lights
- _____ Lock all doors
- _____ Check thermostat to make sure it is set at 78 degrees

REMINDER: Keep back doors and fronts closed during party.

Date of Inspection: _____ Pre-Inspection Time: _____
Reservation Made By: _____ Post-Inspection Time: _____
Inspector's Signature: _____

Deposit to be fully refunded: _____ Yes _____ No

Problem with Clubhouse Facility: _____

