

**HOMEOWNERS
PRIVATE PARTY ROOM RENTAL RATES**

<u>Description</u>	<u>Cost</u>	<u>Deposit</u>
Ballroom*	Per/Hour=\$80	\$500
Arts & Crafts*	Per/Hour=\$20	\$250

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* Security is available as an option.

*Tables, chairs, setup, and use of the kitchen are included with ballroom rental..

Only the clubhouse staff will **operate sound and **lighting equipment**.

GENERAL INFORMATION:

1. A room request form must be submitted to rent a room.
2. An approval or denial will be given within 10 days.
3. Deposits are due at time of reservation booked.
4. Rental and Security fees are due 10 days prior to event.
5. Deposit will be returned after inspection by Club Management and within 10 days following event.
6. Room clean up, (removal of all large trash, decorations, sweeping kitchen floor, and wiping down kitchen surfaces and table tops, carry all trash to outside dumpster), is the responsibility of the Renting Party. Parking lot must be clean of all trash and debris, as well. The renting party deposit will not be returned if cleaning responsibilities are not met in accordance to the standards mentioned.
7. A cancellation fee of \$200.00 will be charge for any event cancelled within 60 days of the event.
8. Club Management reserves the right to accept or deny any room request.
9. After 7:00 pm entrance through gate may be obtained by dialing 106 on the phone by the guard gate.

Room Rental Request Form - Homeowner

DATE: _____

Ballroom

A \$500.00 deposit fee will be required at time of rental. Renting party will be responsible for clean up and removal of all food & trash from facility. This is a non-smoking facility, including pool and front entry areas. No work boots are permitted in the facility. If any damage is incurred during the rental, the deposit check will be cashed by BellaVita and the repair/replacement cost will be deducted. The remainder of the deposit will be returned to renter.

Name of Renting Party: _____

Homeowner _____

Address: _____

Phone Number: Home _____
Work _____

Rooms: _____ Ballroom _____

Is Alcohol going to be served? _____

Date Needed: _____ Number of People Attending: _____

Set up Time: _____ Event Start: _____ Event End: _____ Cleanup Time: _____

Description of Event: _____

Please attach room set-up requirement.

FOR OFFICE USE ONLY

Circle One: APPROVED / DENIED Initials: _____ Entered in Book _____

Comments _____

Deposit Due _____
Date Due _____
Date Received _____
Received By _____

Rental Fee (Incl. Security) _____
Date Due _____
Date Received _____
Received By _____

Security Scheduled _____ Date Called _____ Amount _____ Who Called _____

I, _____ agree to take full responsibility for all actions of my guests in Club BellaVita and all of the areas that guests may be during my private party held on _____.

Renting Party Guidelines:

In addition to the rules of Club BellaVita:

- All fees are due 10 days prior to the event.
- No nails or holes in the walls or stage.
- No glitter or any kind of confetti.
- There is no smoking in the clubhouse or pool deck area.
- All attending the private function only have use of the room rented and restrooms.
- There are to be no drinks or food outside the Ballroom.
- Security is available as an option.
- You are responsible for cleaning the rented room after your function. All decoration, trash and anything that cannot be picked up by the vacuum are your responsibility. All trash must be removed from the facility and placed in the dumpster.
- Parking lot must be clean of all trash and debris.
- A cancellation fee of \$200.00 will be charged for any event cancelled within 60 days of the event.

Failure to follow these rules will result in forfeiture of all or part of your room deposit.

I have received a copy of the Club BellaVita Rules and Regulations. I understand and agree to all of the above rules for the function that I am hosting at Club BellaVita.

Signature

Date

NAME: _____

DATE: _____

TABLES & CHAIRS

AMOUNT OF ROUND TABLES (20): _____.

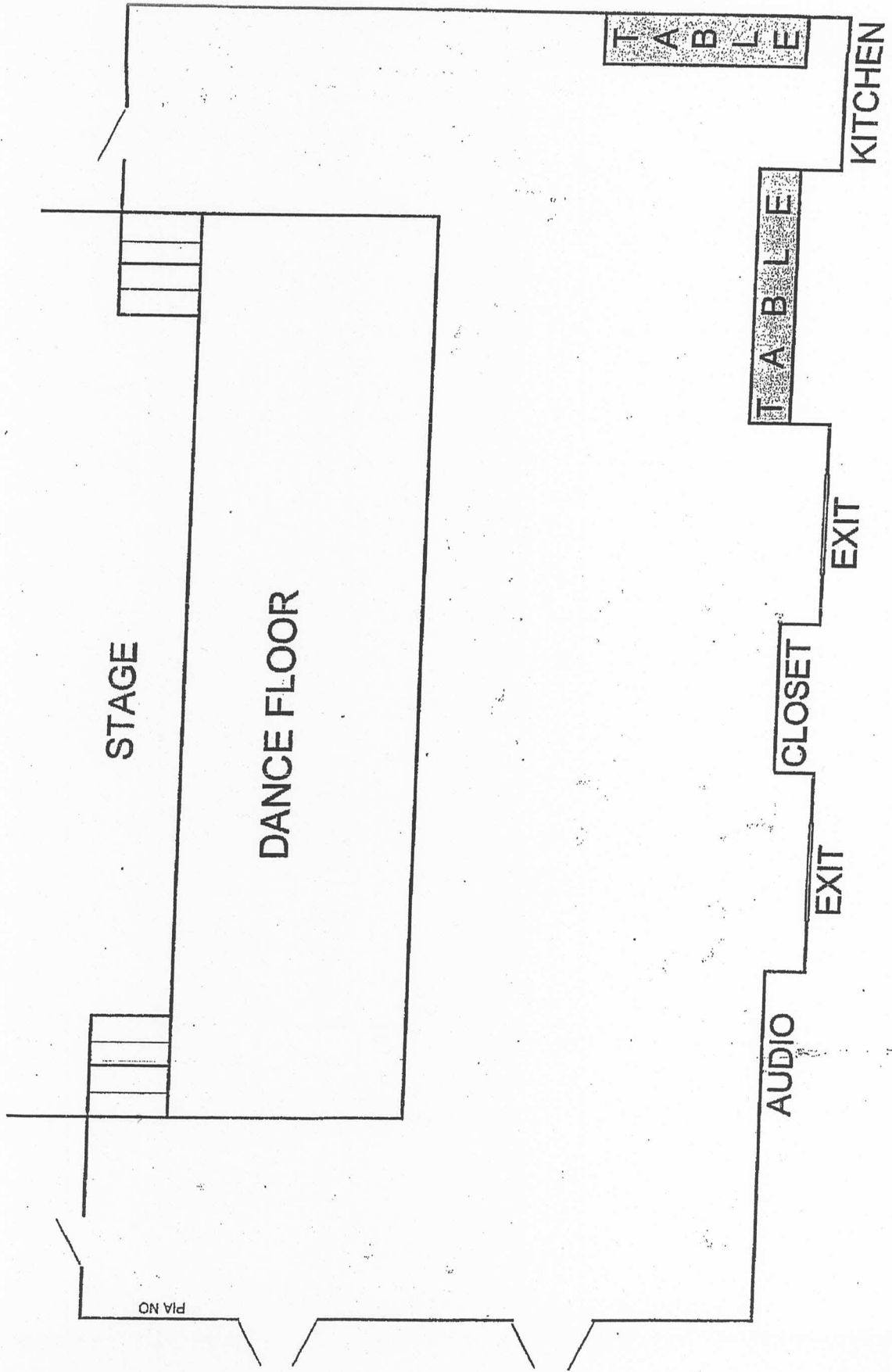
AMOUNT OF RECTANGULAR TABLES (20): _____.

AMOUNT OF CHAIRS AT EACH ROUND TABLE (8): _____.

AMOUNT OF CHAIRS AT EACH RECTANGULAR TABLE: _____.

AMOUNT OF CHAIRS SET UP THEATRE STYLE: _____.

AMOUNT OF ROWS: _____.



NOT DRAWN TO SCALE

TABLE LOCATIONS APPROXIMATE