



The deposit is \$200.00, payable at the time of reservation. Rental is \$30.00 per hour for the room only. **Labor is not provided for cleanup.**

The room must be returned as it was prior to use. **Cleanup includes vacuuming and resetting furniture.**

Pictures may not be removed from the walls, and no tape is to be used on the walls. You are responsible for providing the putty adhesive for use on the walls. The TVs are available for use to the members renting the room. To avoid additional charges, decorating must be completed within two hours of the scheduled event and the staff must be notified at the start and finish of clean-up. All charges will be deducted from the deposit. Any charges that exceed the deposit must be paid at the end of the function. Any charges under the \$200.00 deposit will be refunded by check on the Tuesday following the function.

**Any use of the facilities other than the rented room, by non-members, must have a guest card. Fees are \$5.00, and must be paid PRIOR to the use of other facilities.**

***The All Purpose Room will hold a maximum of 110 persons, standing and/or sitting.***

**Alcohol may not be brought into the building and security personnel reserve the right to inspect bags and/or containers of any kind brought into the Clubhouse.** Liquor must be purchased through the lounge, due to State Statutes. (State Statutes prohibit members and their guests from bringing alcohol on to club property).

**If alcohol is brought onto the property by anyone in the party, the function will immediately be cancelled and all deposits will be forfeited.**

In addition, there will be a 10% service charge on special orders. Any liquor arrangements should be made two weeks prior to the function with the head bartender at 996-3884, after 4:00 pm.

**Members renting the room will be held responsible for any damages incurred by their guests.**

*Cancellations must be made 72 hours prior to the function date. Any expenditure incurred by the Association for special orders will not be refunded.*

Tear along this line

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I have read and understand the attached information

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Employee Signature \_\_\_\_\_

Are assessments current? Yes [ ] No [ ] \_\_\_\_\_ Date \_\_\_\_\_

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Person renting room (member) \_\_\_\_\_

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Address \_\_\_\_\_

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Lot # \_\_\_\_\_ Phone # \_\_\_\_\_

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Contact Person \_\_\_\_\_

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Phone # \_\_\_\_\_

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Date of Function \_\_\_\_\_ Time \_\_\_\_\_

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Type of Function \_\_\_\_\_ # of People Attending \_\_\_\_\_

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Time to decorate \_\_\_\_\_ Deposit Received on \_\_\_\_\_

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Check # \_\_\_\_\_

**EMPLOYEE USE ONLY**

**1. Decorating Time (up to two hours):**

A. Started: \_\_\_\_\_

B. Finished: \_\_\_\_\_

**2. Function Time**

A. Started: \_\_\_\_\_

B. Finished: \_\_\_\_\_

**3. Function Time Total:** \_\_\_\_\_ x \$30.00 \_\_\_\_\_

**4. Cleaning Services:**

A. Started: \_\_\_\_\_

B. Finished: \_\_\_\_\_

**5. Total hours Cleaning/Set up Services:**

\_\_\_\_\_ x \$25.00 \$ \_\_\_\_\_

**6. Number of Guests:**

A. Weekday: \_\_\_\_\_ x \$3.00 \$ \_\_\_\_\_

**7. Total Due (Add #3-6):** \$ \_\_\_\_\_

**8. Balance Due to Member:** \$ \_\_\_\_\_

**9. Balance due to Association:** \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Employee verifying

\_\_\_\_\_  
I agree/disagree that the above charges are correct

For more information,  
please call the office from  
10am-6pm at  
**(813) 996-4441**

*Lake Padgett Estates East*  
*Room Rental Information*



Lake Padgett Estates East  
4533 Savannah Way  
Land O Lakes, FL 34639