

# WATERFORD SPORTS CLUB RESERVATION FORM

Reserve Date: \_\_\_\_\_

Time of Day: from \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm Set up time: \_\_\_\_\_

Reserved by (Resident): \_\_\_\_\_

Resident Phone: \_\_\_\_\_ Address: \_\_\_\_\_

Resident Email: \_\_\_\_\_

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

Approximate Number of Attendees \_\_\_\_\_ Dance Floor needed (circle one) yes no

Tablecloths Needed yes / no If yes number needed \_\_\_\_\_ Lace or Green (circle one)

\*Area(s): Conference Table \_\_\_\_\_ Meeting Room \_\_\_\_\_ Main Room \_\_\_\_\_

\*Please be advised if another group requires meeting on the same date/time space will be shared.

Note: Certificate of Insurance naming Waterford Master Homeowners Association as holder showing Property, Liability, and Workers Comp required from Caterers and ALL outside Vendors.

Email to: [waterfordadmin@argusvenice.com](mailto:waterfordadmin@argusvenice.com)

Caterers Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Outside Vendors Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Large and/or catered events and gatherings that include non-residents require a \$1,000 deposit. Other reservations require a \$500 deposit.** No deposit is required if this is a WMOA or Sub-Association function. By reserving the Sports Club, you agree to the following:

If any of the rules or guidelines are not followed, the entire deposit can be retained by WMOA.

- 1.) You will pay for any and all damage to the Sports Club, its contents and surrounds that occur due to this event. If the deposit is insufficient to cover all damages and necessary cleaning, the host resident is responsible for the balance, payable upon demand.
- 2.) You will forfeit your deposit if Club was used for a business, commercial, community or civic event, without prior authorization.
- 3.) If you cause any damage, or do not abide by these rules, you may be NOT be allowed to reserve the Sports Club in the future.

Signature of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Address of Resident: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of Deposit Received: \$1,000.00 / \$500.00 Date: \_\_\_\_\_ Check # \_\_\_\_\_

Office use only: entered on master calendar \_\_\_\_\_ Notes: \_\_\_\_\_

Board Member sign off: \_\_\_\_\_ Date: \_\_\_\_\_ PM \_\_\_\_\_ Date \_\_\_\_\_

# RULES FOR USE OF WATERFORD SPORTS CLUB

## **SPORTS CLUB EVENT USAGE GUIDELINES**

- 1.) The Sports Club and its various amenities are open year round. The Sports Club is restricted to use by residents and their house guests and serves as an extension of the residents' living rooms.
- 2.) Sports Club hours of operation are 6:00 a.m. to 10:00 p.m. Time exceptions for special events may be made with prior Board approval. The Sports Club doors are locked automatically from 10:00 p.m. until 6:00 a.m.
- 3.) If residents would like to request a scheduled event or activity at the Sports Club, please contact the office first.
- 4.) Resident may NOT use the facilities for any forms of business, commercial, or outside community / civic events.
- 5.) Residents may host a social event honoring immediate family member only (e.g. Anniversaries, birthday parties, etc.) to which some non-residents may be invited, with Board approval.
- 6.) Requests for exceptions or special uses of any or all of the Sports Club must begin with a written request, by the host resident, completed, signed and returned to the WMOA office. The request will be reviewed, approved or denied by the Board of Directors.

## **RESERVATIONS OF SPORTS CLUB**

- 1.) Reservations should be made at least one month, but no more than twelve months, before the event.
- 2.) Large and/or catered events, and events to which non-residents are invited, require a \$1,000.00 deposit. Other reservations require a \$500.00 deposit. If there is damage to the Sports Club, its contents and/or surrounds that occurs due to this event, all or some of this deposit will be forfeited. If the deposit is insufficient to cover all damages and necessary cleaning, the host resident is responsible for the balance, payable upon demand.
- 3.) Sub-Associations and Waterford weekly and monthly organized groups such as Cards, Exercise, Tennis, etc. as approved by the Board of Directors, are exempt from the deposit.
- 4.) At the time of scheduling an event, the "Rules for Use of Waterford Sports Club" will be outlined and explained to the requester by the office. After use, the host resident must complete a "Clean-up Check List" and return it to the WMOA office when the key is returned. A review of the Sports Club will be completed after each event and deposits will be returned or retained for collection of any damage. **Note: All clean-up is to be done immediately following each event, or deposit will be forfeited.**
- 5.) Any outside vendors coming to the Sports Club to provide a service including music, catering, or entertainment, must provide a Certificate of Insurance with Waterford Masters Owners Association as holder covering property, liability, and worker's comp prior to the event to the office.

- 6.) When reserving the Sports Club on a holiday or heavily requested day, more than one group may be allowed usage at the same time.

**THE RESIDENT HOST WILL ENSURE THAT ALL RESIDENTS AND GUESTS ARE AWARE OF AND WILL ABIDE BY THESE RULES.**

- 1.) No smoking is allowed in the Sports Club or surrounding grounds.
- 2.) All residents and guests under the age of 18 are to be supervised by an adult at all times.
- 3.) Non-resident guests attending a function at the Sports Club are not allowed in the library, exercise room, sauna, or pool area.
- 4.) Alcohol may not be sold, and will not be consumed by minors.
- 5.) Sports Club and surrounds will be cleaned the same day / evening of the event.
- 6.) If guest behavior is deemed unacceptable and / or illegal, immediate termination of event can occur and entire deposit will be forfeited.
- 7.) Candles are NOT permitted.
- 8.) Nothing may be attached to the walls or windows that may damage them. This includes tape and tacks.

**CLEAN UP AFTER SPORTS CLUB EVENT**

- 1.) Everything must be cleaned up immediately after your event, not the next day.
- 2.) If caterer used, host is responsible to ensure all items are removed from the Sports Club at the end of the event.
- 3.) Refer to Clean-up Check List. Complete it for return to the WMOA office, along with any borrowed keys.
- 4.) Carpets must be vacuumed, kitchen floor must be swept, kitchen counters cleaned with non-abrasive cleaners and cloth, refrigerator, microwave, and stove top cleaned. Do NOT use self-cleaning feature on oven. All kitchen items used to be cleaned and put away.
- 5.) Restrooms are cleaned, faucets & lights turned off.
- 6.) All garbage is to be placed in the large garbage can located near the restroom doors. Events on Friday, Saturday or Sunday require that all garbage be deposited in the dumpster near the kitchen door of the Golf Club Restaurant in the proper container.
- 7.) All folding chairs, tables, and table extender tops are to be returned to their designated storage area.
- 8.) All furniture, tables, and silk plants / trees are to be returned to original positions per diagram located on the bulletin board in the Sports Club.
- 9.) Reset thermostat to 78 degrees.
- 10.) All fans and lights turned off except for ceiling fluorescent fixtures, which remain on for security reasons.
- 11.) All tablecloths are to be washed, folded, and returned to the WMOA office the next day.

12.) Your deposit will be returned only if all of these rules have been followed, the Sports Club is in same or better condition as before event, and only after a complete inspection of the premises by authorized personnel.

**RESERVING THE SPORTS CLUB, YOU AGREE TO THE FOLLOWING:**

- 1.) If any of the rules and regulations are not followed, the entire deposit can be retained by WMOA.
- 2.) You will pay for any and all damage to the Sports Club, its contents and surrounds that occur due to this event. If the deposit is insufficient to cover all damages and necessary cleaning, the host resident is responsible for the balance, payable upon demand.
- 3.) You will forfeit your deposit if Club was used for a business, commercial, community or civic event, without prior authorization.
- 4.) If you cause any damage, or do not abide by these rules, you may not be allowed to reserve the Sports Club in the future.
- 5.) You understand that you may be sharing the Sports Club with another group meeting at the same time as your event and that the kitchen is a common area serving all groups and cannot be reserved.

Signature of Resident: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name of Resident: \_\_\_\_\_

Address of Resident: \_\_\_\_\_ Phone: \_\_\_\_\_

Amount of deposit received: \$1,000.00 or \$500.00 Date: \_\_\_\_\_ Check #: \_\_\_\_\_

Received by: \_\_\_\_\_ in the WMOA Office