

# **TWL Club House Rental Agreement**

## **Rental Guidelines and Fee Schedule**

Security Deposit Required \$100.00

Cleaning Fee: \$75.00

*Note: The above security deposit will be refunded provided there is no damage to the clubhouse. The cleaning fee will be refunded provided the clubhouse has been fully cleaned including restrooms, floors, and kitchen and all trash has been removed.*

***You must be a titled owner of a home in Timberwood Landings to rent the clubhouse.***

Please provide two (2) checks, one (1) for the Security Deposit, and one (1) for the Cleaning Fee.

Deposit checks and this completed agreement be mailed to PMSI P.O. Box 1987, Yulee, FL 32041-1987.

Checks are to be made payable to Timberwood Landing HOA. Deposits checks must be received no less than 15 days prior to the event.

**Cash and/or Credit Cards are not accepted.**

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### ***Owner Information***

**OWNER NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**PHONE #:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

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### ***Reservation Information / Rental Guidelines***

**TODAY'S DATE:** \_\_\_\_\_ **DATE OF EVENT:** \_\_\_\_\_

**TIME RESERVED FOR CLUBHOUSE:** \_\_\_\_\_

*(Set up and take down time for an event is part of reservation time. Therefore, any time needed to set up or take down for an event must be within the designated reservation time.)*

**ACTUAL TIME OF EVENT:** \_\_\_\_\_ **# OF GUESTS** \_\_\_\_\_

**EVENT END TIME:** \_\_\_\_\_

**TYPE OF EVENT:** \_\_\_\_\_

**MUSIC OR ENTERTAINMENT: YES / NO** \_\_\_\_\_  
**(IF YES, PLEASE REFER TO AMENITY CENTER RULES & REGULATIONS.)**

**FOOD & BEVERAGE: YES / NO** \_\_\_\_\_  
**(IF YES, PLEASE REFER TO AMENITY CENTER RULES & REGULATIONS.)**

**Note:** The owner renting the clubhouse will be given access to the front door to the clubhouse at the designated time of rental. The owner will be able to unlock and use the front door for guests to enter and must ensure the clubhouse is secure when the event is over and they

**Please note that following important information:**

- Reservations are available to Owners of the Timberwood Landings and management may request proof of ownership before a reservation can be made. Reservations will not be available to owner with outstanding Homeowners' Association dues. All guests must be accompanied by the owner of Timberwood Landings who is reserving the Clubhouse.
- Reservations can be made by contacting the HOA manager at least fifteen (15) days prior to requested reservation date to check availability or you may e-mail your request to [ofitch@pmsiofflorida.com](mailto:ofitch@pmsiofflorida.com). If you are emailing your request, please put "Clubhouse Reservation" in the subject line. (Email request will not confirm the requested reservation. Renters must comply with all reservation guidelines for a reservation to be confirmed.) If the requested date and time are available, a reservation will be made. A rental agreement, security, and cleaning deposits must be on file for the reservation to be confirmed.
- A rental agreement must be completed and all rental deposits received by the HOA manager fourteen (14) Days after the date the reservation is made, or no sooner than five (5) days prior to the reservation date, whichever comes first. Failure to complete an agreement and submit fees within the specified time will result in CANCELLATION of the reservation. Security Deposit and Cleaning Fee must be two (2) separate checks.
- The deposit check may be returned upon satisfactory inspection of the Clubhouse. PMSI Management will not return the damage deposit check until a written inspection report is on file. (Inspection reports will be provided by the HOA manager). Please allow five (5) to seven (7) days after the Clubhouse Reservation date for the deposit check to be returned. If the damage exceeds the amount of the deposit, the renting Member will be held responsible for all expenses including legal fees if needed.
- Tape, string, and all other items used to hang decorations must be removed at the end of the event.
- The refrigerator and freezer must be cleaned out, and the ice maker turned off at the end of the event. (Ice maker bar must be pulled up to stop the ice maker from producing ice.)
- Furniture may be moved around within the Clubhouse doors to accommodate the Clubhouse event. However, all furniture must be returned to its original location.
- The Association is not responsible for any items left on-site after the reservation. Items that are left inside the Clubhouse after the reservation time may be placed outside of the Clubhouse in a non-secure area. Any cost associated with relocating items left in the Clubhouse will be taken out of the Member's security deposit.
- It is the sole responsibility of the renter to inspect the Clubhouse. If the Clubhouse requires attention, the HOA manager should be notified prior to the start time of the event. If the HOA manager cannot be reached, please reach out to a board member for assistance.
- The commercial or for-profit use of the clubhouse is prohibited. Fundraising for a non-profit organization is permitted with the approval of the HOA Board/Manager.

***HOLD HARMLESS AGREEMENT***

I, \_\_\_\_\_ as a member of the Timberwood Homeowners' Association and request to use the Timberwood Clubhouse for an event that will be supervised by myself and/or my designated representatives. I acknowledge that I have read, understand, and agree to comply with the terms outlined above, as well as the Clubhouse Center Rules & Regulations established by the Association. Furthermore, I agree to indemnify and hold harmless the Association, including its Directors, Members, Employees, Agents, the Developer, and their respective agents and employees, from any and all claims, liabilities, damages, losses, judgments, expenses, or costs of any kind arising from injury or damage to myself or my guests in connection with the use of the amenities.

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Signature of Owner

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Date Signed