



The deposit is \$200.00, payable at the time of reservation. The hourly rate is \$30.00 per hour. Included in the rental fee are 2 hours to set up and 1 hour to break down, at no extra charge. The rental

agreement must be filled out by the member. Any refund due to the member will be reimbursed on the Tuesday following the function.

The All Purpose room capacity is 100 persons, standing and/or sitting.

When renting the All Purpose room, your guests must remain in that room. We ask that your guests do not gather in the hallway or the front entrance to the Clubhouse. The pool, Lounge and all other amenities are prohibited.

When decorating for your function, we ask that you use adhesive putty only on the walls. No tape, staples or nails are allowed. Any pictures on the walls must not be removed.

You are welcome to bring your own catering and entertainment; you must bring your own ice and coolers to store it. The ice machine located in the function room is not available per the health department.

No alcoholic beverages may be brought on to the premises. The staff has the right to inspect any bags and/or coolers/containers.



Upon inspection, should any alcoholic beverage be found, you will be asked to remove it immediately. If it is not removed from the premises as asked, the function will be shut down and all deposits forfeited.

Liquor may be purchased from the lounge using the pass thru window. You are welcome to start a tab with the bar, but all tabs must be paid by the end of the function. Any special requests need to be made 2 weeks in advance with the lounge manager at 813-996-3384, Tuesday through Friday, after 4:00 p.m.

Clean up services are available at a rate of \$25.00 per hour. Arrangements need to be made prior to the day of your function.

You have one hour to clean up at no charge. To avoid additional charges, please inform a staff member when clean-up begins and when it is complete. Clean up consists of removing all decorations, table settings; collecting all garbage and placing it in the dumpsters located in the parking lot; all tables and chairs must be broken down; vacuuming the room with the vacuum provided by us. Upon completion, a staff member will inspect the room.

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 dotted line

## RENTAL AGREEMENT

Person Renting Room (MEMBER)

Address: \_\_\_\_\_

Lot #

Today's Date

Contact Person

Phone Number

**DATE OF FUNCTION**

Start Time

Type of Function

Time to Decorate

# People Attending

***I have read and understand the attached information***

### OFFICE USE ONLY

**CLEANUP REQUIRED:**

Yes [ ] No [ ]

**LIQUOR SERVICES REQUIRED:**  
(2 week notice needed)

Yes [ ] No [ ]

**ASSESSMENTS CURRENT:**

Yes [ ] No [ ]

Date

Check #

Deposit Received On

## EMPLOYEE USE ONLY

### 1. DECORATING TIME (up to two hours)

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

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

### 2. FUNCTION TIME

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

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

C. **TOTAL:** \_\_\_\_\_ x \$30.00 = \$ \_\_\_\_\_

### 3. CLEANING/SETUP SERVICES

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

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

C. **TOTAL:** \_\_\_\_\_ x \$25.00 = \$ \_\_\_\_\_

### 4. NUMBER OF GUESTS:

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

5. **TOTAL DUE** (Add totals #2-4): \$ \_\_\_\_\_

6. **BALANCE DUE TO MEMBER:** \$ \_\_\_\_\_

7. **BALANCE DUE TO ASSOCIATION:** \$ \_\_\_\_\_

\_\_\_\_\_  
Name of Employee Verifying

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

For more information,  
please call the office  
10am-6pm



**(813) 996-4441**

## *Lake Padgett Estates East* *Room Rental Information*



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