

BERKSHIRE LAKES MASTER ASSOCIATION

CONTRACT FOR PRIVATE CLUBHOUSE USE

APPLICANT MUST BE A RESIDENT OF BERKSHIRE LAKES MASTER ASSOCIATION (BLMA) AND SHALL BE THE RESPONSIBLE PERSON FOR THE FUNCTION

PROPERTY IS UNDER SURVEILLANCE AT ALL TIMES

Today's Date: _____ Responsible Party: _____

Entry Code: _____ *(4 digit number that you will remember for entry/exit to Clubhouse)*

Berkshire Lakes Address: _____

Cell Phone No. of Responsible Party: _____

Alternate Contact Name: _____ Cell Phone No.: _____

Function Date: _____ Function Time: From: _____ to _____

Specific Purpose of Event: _____

REFUNDABLE SECURITY DEPOSIT OF \$250.00 (minus \$75 Sanitizing Fee) Date Paid _____ Check # _____

CLUBHOUSE EVENT Rules & Guidelines:

- Furniture may not be moved OUTSIDE the building for any reason.
- The Library and its furnishings are OFF LIMITS to use. Please do not remove any furniture from the Library for your event.
- Alcohol may be served ONLY inside the clubhouse building, but no alcohol may be SOLD on the property.
- Private events must end no later than 11:30 p.m. Excessive noise is not allowed.
- **No TAPE, NAILS, TACK, and PUSH PINS are to be used on any walls, doors, ceilings or windows.** (Painters Blue tape may be used.)
- **Balloons may only be brought in the day of the event because earlier would set off alarms in which case you'd be charged for Sheriff's response call to the Clubhouse.** If any conditions of this agreement are violated, the Security Deposit will be forfeited.
- The Clubhouse interior capacity shall not exceed 45 persons (*half capacity due to pandemic.*)
- The parking area accommodated 36 vehicles. If more parking is needed, please park vehicles parallel with the outgoing side of the drive facing the vehicles towards Belville Blvd. This will be the right hand side of the driveway. NO PARKING IS ALLOWED IN THE CIRCLE IN FRONT OF THE CLUBHOUSE/POOL AREA – THIS IS FOR EMERGENCY VEHICLES ONLY.
- All trash is to be disposed in the containers outside by the pool gate. Any trash or recycled materials that do not fit in the receptacles must be disposed of off Berkshire Lakes property by the renting party. **ALL TRASH IS TO BE PLACED IN APPROPRIATE TRASH BAGS before being place in trash containers outside the clubhouse in front of pool gate.**
- **RENTAL DOES NOT INCLUDE THE USE OF THE POOL OR POOLSIDE AREA** and is not to be used by party attendees during the event (excludes Berkshire Lakes residents.)
- All participants involved in the function agree to observe the BLMA Rules and Regulations.

CLEANING RESPONSIBILITIES:

Please be sure to read the Cleaning Guidelines document attached. Cleaning up after your event and leaving the Clubhouse as you found it, will assure your security deposit will be refunded (minus a sanitizing cleaning fee of \$75, which is being conducted because of the pandemic.)

- The cleaning of the Clubhouse after the function is the responsibility of the Responsible Party/Resident making the reservation, including removal of all trash.
- Please do not use any items found in the refrigerator or cabinets, as they are the property of others. If you bring ice please take it with you when you leave.
- **NO PETS** other licensed service or support animals in Clubhouse.
- BLMA shall deduct all additional cleaning costs or costs of repairs or replacement of damage to building or fixtures it incurs from the refundable portion of the deposit. The costs incurred by BLMA in excess of the deposit shall be the personal liability of the resident and they will be billed for all damages.
- Please clean the vacuum container after each use. **DO NOT CLEAN WITH WATER.**
- Please MOP all floors.
- All chairs and tables must be stored as listed on the attached sheet. Failure to store them after the event could result in an additional charge.

WAIVER OF LIABILITY: Member/Responsible Party agrees and shall indemnify BLMA and its Board of Directors against, and shall hold BLMA and its Board of Directors harmless from all claims, actions, proceedings, causes, costs, and damages, liabilities including attorney's fees arising from, connected with or otherwise resulting from this lease of the Berkshire Lakes Clubhouse premises. Further, it is understood that in any event any term or condition set forth herein is violated, it shall become incurred by BLMA as a consequence thereof. All disputes shall be resolved via a non-jury trial in Collier County, Florida. **A THIRTY (30) DAY CANCELLATION NOTICE IS REQUIRED FOR A FULL REFUND. REFUND CHECKS WILL BE MAILED TO PERSON ISSUING CHECK WITHIN TWO (2) TO THREE (3) WEEKS AFTER FUNCTION.**

I/We agree to the above conditions, Rules and Waiver and am/are the Responsible Member for this function.

_____	_____
Signature of Member/Responsible Party	Signature of BLMA

(OFFICE USE ONLY)

Refund Amount: _____ Refund Date: _____ Check # _____

Reason for withholding refund: _____

BERKSHIRE LAKES MASTER ASSOCIATION, INC.

PROPERTY UNDER 24 HOUR SURVEILLANCE

CLEANING GUIDELINES FOR PRIVATE FUNCTIONS

In order for you to receive your **FULL REFUNDABLE CLEANING DEPOSIT** following your private function, you will need to adhere to the following guidelines:

1. Tables and chairs must be returned to the storage room and **STORED IN PROPER ORDER**. A photo is posted on both sides of the storage room door.
2. Granite countertops in bathrooms and kitchen should be cleaned with mild soap and water. **DO NOT USE ANY CLEANERS CONTAINING VINEGAR**.
3. Bathrooms should be clean. We do not expect perfection, but the floors should be wet-mopped and the countertops wiped off. Any paper on the floor should be picked up and disposed of.
4. Any noticeable fingerprints on the windows and doors should be wiped clean.
5. Tile floors are to be swept clean of any crumbs or debris and wet-mopped. Carpet needs to be vacuumed thoroughly. A bucket/mop and vacuum cleaner are provided for your use. Other cleaning supplies (i.e. rags, sponges, mild cleaning detergent) are not furnished.
6. Please wipe down kitchen counters and tables and chairs that may have food particles on them then vacuum up. Bag and secure all garbage/recyclables and deposit in the outdoor containers (near the pool entrance). **ANY BAGS THAT DO NOT FIT IN THE CONTAINERS PROPERLY MUST BE DISPOSED OF BY RESPONSIBLE PARTY. ANY ITEMS IN THE REFRIGERATOR ARE NOT TO BE USED BY OTHERS. THESE ARE PERSONAL PROPERTY OF BLMA EMPLOYEES ONLY. DO NOT LEAVE ANY ICE BAGS IN THE FREEZER.**
7. If any furniture is moved before or during your event, please remember to move everything back where it belongs before leaving the building. To help avoid damage to the walls, please keep furniture an inch or two away from walls and windows.
8. **NO TAPE OF ANY KIND (i.e. scotch, box, double-sided, electrical, gorilla, masking, strapping, or any other kind with sticky back) is to be used on any walls, windows, doors or ceilings. NO TACKS, NAILS, STAPLES, PUSH PINS or RUBBER CEMENT are to be used on any doors, walls, windows or ceilings. These items will leave holes in hard surfaces and pull off paint and window tinting. No items shall be hung from the ceiling or ceiling fans.**
9. We have a new air conditioning thermostat located in the large room by the light switch and fan switch. **The thermostat is automatically programmed at 73 degrees and cannot be changed.**
10. Please be advised that our cleaning contractor evaluates and provides BLMA with their assessment of cleanliness and residual damages.

Thank you for your cooperation!

We sincerely appreciate your efforts to keep the Clubhouse clean and attractive for everyone's enjoyment

**BERKSHIRE LAKES MASTER ASSOCIATION
CLUBHOUSE ENTRY & EXIT PROCEDURE**

NOTE: IF YOU PRESS IN THE WRONG CODE, RE-ENTER THE CORRECT CODE.

ENTRY:

1. The security code can only be used on the door on the right side when viewing the Clubhouse from the parking lot.
2. Enter 4-digit code _____, plus "Off" (#1) on keypad.
3. Alarm is now off & all exterior doors are unlocked.

EXIT:

1. Make sure EVERYONE has left the building, lights are off, and thermostat has been reset per instructions.
2. Be sure that ALL DOORS are closed securely.
3. Exit building. Enter 4-digit code _____, plus "Away" (#2) on keypad.
4. Building is now locked. Alarm is ON.

IMPORTANT:

IF THE ALARM IS SET OFF & THE SHERIFF COMES TO THE CLUBHOUSE, THERE WILL BE A \$175.00 CHARGE TO THE RESIDENT (RESPONSIBLE PARTY) USING THE CLUBHOUSE.

PROPERTY IS UNDER 24 HOUR SURVEILLANCE

BERKSHIRE LAKES MASTER ASSOCIATION

495 Belville Blvd. Naples, Florida 34104

Phone: 239-353-7633

Fax: 239-353-3770

E-Mail: berkshirelakes@embarqmail.com

CAPACITY OF CLUBHOUSE: 90 PEOPLE, PARKING FOR 36

Items available for private party use:

Storage Room:

75 Padded Chairs
12 – 48” Round Tables
7 – 60” Round Tables
2 – 6’ Buffet Tables
2 – 8’ Buffet Tables
2 – 6’ Folding Buffet Tables (in storage)
7 – Card Tables

Kitchen:

Microwave
Refrigerator/Freezer
In Wall Oven (No stove)
Trash Container in Cabinet

Library: (Not available for Private Party Use)

1 – 45’ Round Marble Top Table
4 – Upholstered Seat Chairs

Lobby:

3 – 45” Round Marble Top Tables
12 – Upholstered Seat Chairs

Any items found in any drawers or cabinets in kitchen are not for your use as they belong to others

Any food/items found in the refrigerator or freezer (doors included) or owner labeled are not for your use except for ice. **BAGGED ICE IS NOT FOR YOUR USE.**

The unlocked closet is the storage room for the mop, broom, pail and vacuum.

PLEASE CLEAN OUT VACCUM AFTER USE, BUT DO NOT USE WATER TO CLEAN

Trash containers are located by pool gate – please place all trash inside the containers and not on ground or on top of pails. Any trash that does not fit inside pails needs to be taken with you for disposal.

BERKSHIRE LAKES MASTER ASSOCIATION, INC.

495 Belville Blvd.

Naples, Florida 34104

berkshirelakes@embarqmail.com

<http://berkshirelakes.org>

Phone: 239-353-7633 Fax: 239-353-3770

CLUBHOUSE CAPACITY: 90 PEOPLE, PARKING FOR 36

ITEMS AVAILABLE FOR PRIVATE PARTY USE

STORAGE ROOM *(located in closet at front of Clubhouse)*

- 65- Padded Chairs *(count is approximate)*
- 12 – 48" Round Tables
- 4 – 60" Round Tables
- 2 – 6' Buffet Tables
- 2 – 8' Buffet Tables
- 2 – 6' Buffet Tables (folding)
- 6 Card Tables

CARD ROOM

- 2 - 45" Round Tables with Marble tops
- 12- Chairs with upholstered seats

LOBBY

- 2 - 45" Round Tables with Marble tops
- 8 - Chairs with upholstered seats with Large Cushions and 1 small pillow
- 3 - Sofa sections with padded seats

KITCHEN AREA

Microwave *(make sure it is cleaned after use)*

Refrigerator/Freezer

Oven *(no stovetop use per fire code)*

Trash Container *(located in bottom cabinet to the left of the sink)*

DALL TABLES AND CHAIRS ARE TO BE PLACED IN THE FRONT CLOSET, ACCORDING TO THE POSTED PICTURES ON THE DOORS. PLEASE MAKE SURE YOU FOLLOW THESE PICTURES

THE LIBRARY IS OFF LIMITS FOR ALL PARTIES

NO FOOD OR DRINK OUTSIDE

NO USE OF POOL AREA

DO NOT LEAVE BAGS OF ICE IN FREEZER

**PROPERTY UNDER SURVEILLANCE
INSIDE AND OUTSIDE**

ANY ITEMS (COOKING UTENSILS, PLATES, CUPS, SERVING SPOONS, PLATTERS, TABLECLOTHS, ETC) FOUND IN DRAWERS OR CUPBOARDS ARE NOT FOR YOUR USE. ANY FOOD ITEMS FOUND IN THE REFRIGERATOR/FREEZER (DOORS INCLUDED) OR OWNER LABELED ARE NOT FOR YOUR USE. BAGGED ICE IS NOT FOR YOUR USE. COST OF MISSING ITEMS WILL BE DEDUCTED FROM YOUR REFUND.

THE MOP, PAIL, BROOM AND VACUUM ARE LOCATED IN THE FIRST UNLOCKED STORAGE CLOSET. PLEASE USE THEM TO CLEAN ALL AREAS AFTER YOUR EVENT.