

**BERKSHIRE LAKES MASTER ASSOCIATION**

**Master HOA Clubhouse**

**495 Belville Blvd**

**Office: 239-353-7633**

[berkshirelakesmaster@gmail.com](mailto:berkshirelakesmaster@gmail.com)

**CONTRACT FOR PRIVATE CLUBHOUSE USE**

**RENTAL FEE \$500 + SECURITY DEPOSIT \$500**

**PROPERTY IS UNDER SURVEILLANCE AT ALL TIMES**

Today's Date: \_\_\_\_\_ Responsible Homeowner: \_\_\_\_\_

Entry Code: \_\_\_\_\_

(4-digit number that you will remember for entry/exit to Clubhouse)

Berkshire Lakes Address: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Function Date: \_\_\_\_\_ Function Time: Start \_\_\_\_\_ End \_\_\_\_\_

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

**CLUBHOUSE Rental Rules & Guidelines:**

- ✓ Furniture may not be moved OUTSIDE the building for any reason. Library shall remain locked and will not be used as part of the rental
- ✓ Alcohol may be served and consumed inside the clubhouse building ONLY, NO alcohol may be SOLD on the property
- ✓ Private events must end no later than 11:30 p.m. Excessive noise is not permitted
- ✓ No TAPE, NAILS, TACKS, 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 on 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 90 persons
- ✓ Parking: 21 parking spaces plus 2 handicap spaces. If additional 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 of 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 placed in trash containers outside the clubhouse in front of entrance to gated pool
- ✓ RENTAL of CLUBHOUSE 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)
- ✓ NO PETS other than licensed service or support animals inside the Clubhouse
- ✓ All participants involved in the function agree to observe the BLMA Rules and Regulations.

**CLEANING RESPONSIBILITIES:**

Cleaning up after your event and leaving the Clubhouse as you found it, will ensure your security deposit will be refunded

- ✓ 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
- ✓ 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
- ✓ If you bring ice please take it with you when you leave
- ✓ 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

**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.

REFUND CHECKS WILL BE PROCESSED IMMEDIATELY FOLLOWING THE EVENT. CHECK WILL BE MADE OUT TO HOMEOWNERS ONLY!

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

**Observation:** APPLICANT MUST BE A HOMEOWNER OF BERKSHIRE LAKES MASTER ASSOCIATION (BLMA) AND SHALL BE THE RESPONSIBLE PERSON FOR THE FUNCTION. RENTERS MUST HAVE WRITTEN APPROVAL FROM THEIR LANDLORD. NO EXCEPTIONS!!

Revised 05/09/23 BLMA

**CLUBHOUSE CAPACITY: 90 PEOPLE, PARKING FOR 36**

## **ITEMS AVAILABLE FOR PRIVATE PARTY USE**

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

- 70 - Padded Chairs *(count is approximate)*
- 11 - 48" Round Tables
- 7 - 60" Round Tables
- 3 - 6' Buffet Tables
- 2 - 8' Buffet Tables
- 4 - 6' Buffet Tables (folding)
- 6 - Card Tables

### **LOBBY**

- 3 - 45" Round Tables with Marble tops
- 16 - Chairs with upholstered seats with Large Cushions and 1 small pillow

### **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)*

- ALL TABLES & CHAIRS ARE TO BE PLACED IN THE FRONT CLOSET BY THE BATHROOMS, 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 any ITEMS IN THE REFRIGERATOR. YOU BRING, YOU TAKE IT BACK!
- NO ICE BAGS in FREEZER
- ANY ITEMS (COOKING UTENSILS, PLATES, CUPS, SERVING SPOONS, PLATTERS, TABLECLOTHS, ETC) FOUND IN DRAWERS OR CUPBOARDS ARE NOT FOR YOUR USE
- THE MOP, PAIL, BROOM AND VACUUM ARE LOCATED IN THE FIRST UNLOCKED STORAGE CLOSET. PLEASE USE THEM TO CLEAN ALL AREAS AFTER YOUR EVENT
- USE GARBAGE AND RECYCLING BINS (OUTSIDE OF SIDE DOORS) TO PLACE YOUR GARBAGE