



Vizcaya of Bradenton Condominium Association

6101 34th Street, West, Bldg. 34, Bradenton, FL 34210
Phone: 941-755-2082 • Fax: 941-727-8920

Resident Rental Request Form for the Vizcaya of Bradenton Clubhouse Main Room

Clubhouse Room Rental Fee: \$150

Refundable Damage & Additional Cleaning Deposit: \$250

This rental Agreement (“Agreement”) is entered into this _____ day of _____ 201__
by and between the Vizcaya of Bradenton Condominium Association (“Association”) and

(Name of Resident)

Unit: _____ Own: _____ Rent : _____

Email: _____ Cell: _____

Type of Event: _____

Requested Date of Event: _____

Start of Function Time: _____ AM/PM Ending Time: _____ AM/PM

*Four hours maximum per event (one hour set up prior to event time allowed)

* Event AND clean-up must be completed by 11:00pm, at the latest

Expected number of Guests: _____

Outside Catering Company: YES / NO If yes, name of Caterer: _____

Catering Company License#: _____

Description of Function (Please be specific)

EVENT SET UP/CLEAN UP:

Clubhouse set up (allowed one hour prior to event start time) and break down (must be complete by 11pm at the latest) is the responsibility of the individual renting the facility. The facility must be left in the same set up and condition as the resident found the facility. If the number of available tables and/or chairs is not adequate for the renter, it is the renter’s responsibility to provide additional tables and/or chairs. The space will be inspected by Management before the deposit is returned.

FEES:

To accompany this application, two separate checks should be made payable to Vizcaya of Bradenton.

Along with the specific room fee, there is a “refundable” security deposit of **\$250** to cover the possibility of any material damage(s) to the room, equipment or furniture. This includes the bathrooms and kitchen area utilized for your event.

For the respect of other residents, please note **ALL** garbage must be removed and disposed of, not to be left in the Clubhouse or Kitchen, and **NO** food/drinks left in the refrigerators.

Your guests are not permitted in other areas of the Clubhouse during your event. Pool parties are not permitted. Please be respectful of other Vizcaya residents on volume of event, as the swimming pool, fitness area and card room are not for rent and must remain open for all to enjoy. NOTE: The 2nd floor of the clubhouse will be closed during a private event, however, the upstairs balcony, library and pool table may not be reserved for private parties.

The security deposit will be returned after Management completes inspection of the facilities, assuming no damages have been made. The Vizcaya of Bradenton Clubhouse and Kitchen are available for rent in four-hour maximum increments. Each includes use of the kitchen, which also must be restored to original condition. All food/drinks, equipment and garbage must be removed upon completion of your event. Renter agrees to return all furniture to its original placement. Animals are not permitted inside the clubhouse at any time. Religious services, including religion classes are not permitted. The clubhouse is a **SMOKE FREE** environment. Non-resident guests may not comprise more than twenty-five (25%) percent of the total number of guests. A complete guest list of all non-resident guest must be submitted to the Manager in advance of the event.

Renter will acknowledge that all insurance certificates and other information (including the names of any additional outside vendors) must be provided to the management office no later than five (5) days prior to the event or vendors may be denied access to the Property.

Unit owner and their guests hereby hold the Castle Group Management, LLC and Vizcaya Condominium Association harmless from any and all claims arising from and out of the use(s) of stated facilities including fatal/non-fatal injuries or any liability from the consumption of any food/drink by any unit owner(s) or their guest(s). Renter understands that the Association cannot guarantee on-site parking for all guests.

ALL ASSOCIATION DUES MUST BE CURRENT AT THE TIME OF RENTAL. THIS CONTRACT MAY BE CANCELED IF YOU ARE DELINQUENT.

Resident(s) Signature(s) Agreeing to Terms: _____ Date _____

FOR OFFICE USE ONLY DEPOSIT & APPROVAL INFORMATION

Authorized By: _____ Date: _____

Approved: YES / NO

Deposit Received by: _____

Check # : _____

Rental Payment Received by: _____

Check #: _____



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Rental Rules and Regulations

Please Initial

_____ If securing a vendor(s), a copy of my vendor's license and insurance prior to the event must be provided. Failure to provide this information may result in access being denied to the vendor.

_____ All food must be prepared (pre-cooked) or catered. No appliances may be brought into the Clubhouse kitchen (i.e. crock pots, burners, grills).

_____ The A/C thermostat must not be adjusted, and the doors to the clubhouse must not be left open.

_____ All trash must be removed, and trash cans emptied; trash can be disposed of. (A cleaning fee will be deducted from the security deposit if any trash removal is necessary following the event.)

_____ All decorations must be removed. All tables and chairs must be cleaned and returned to their original position. All countertops must be cleaned. The floors must be cleaned and the carpet vacuumed. (There will be a charge if the carpets must be cleaned.)

_____ The microwave and refrigerator are available for use, but must be empty and cleaned when the event has concluded.

_____ Furniture cannot be moved without permission; and if moved must be returned to its original position upon conclusion of the event. Furniture and accessories may not be removed from the Clubhouse. There will be a charge for any damaged or broken furniture and accessories.

_____ Bathrooms and trash cans in the bathroom must be clean and free of debris.

_____ A complete guest list, including non-resident guests will be submitted to the manager at least 5 days prior to the event.

I _____ have read and agree to abide by the above rules and regulations.
I understand that if there is damage to the property or if the Clubhouse is not cleaned, I will forfeit all or a portion of my security deposit.

Resident Signature

Date