

# MIRABELLA COMMUNITY DEVELOPMENT DISTRICT

2005 Pan Am Circle, Suite 120, Tampa, FL 33607  
813-397-5121(Office) / 813-873-7070 (Fax)

## Clubhouse Rental Form

Today's Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Event Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>8am to Noon</b>	<b>1pm to 5 pm</b>	<b>6pm to 10pm</b>	<b>Full Day</b>	
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Type of Event: \_\_\_\_\_

Maximum Number of People Attending: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Resident's Address: \_\_\_\_\_  
\_\_\_\_\_

Resident's Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Responsibility of the rental and all damage is the responsibility of the resident.

Check Received for Deposit of \$100.00 Check # \_\_\_\_\_ Employee: \_\_\_\_\_

Check Received for Rental of \$25.00/\$50.00/\$75.00 Check # \_\_\_\_\_ Employee: \_\_\_\_\_

If check is written by party other than resident or the information on check is not correct, please complete information below. Drivers License Number and State is required for all checks.

(Check should be written to: **Mirabella CDD.**)

Check writer information:

Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

**Drivers License Number:** \_\_\_\_\_ **State:** \_\_\_\_\_

Should Refund of Deposit go to Resident or to Check Writer \_\_\_\_\_

**All NSF and Checks returned for any reason will result in additional fee of \$30.00 per check returned.**

Keys will be available no sooner than 24 Hours prior to Rental unless approved by management.

Date Deposit Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

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## Clubhouse Rental Policy and Rules

(You Must Be a Resident of Mirabella to Rent the Clubhouse or Satisfy the Non-Resident Requirements)

All rental and deposit checks will be deposited when booking the event. After your event, the clubhouse will be inspected for cleanliness. If the inspection is approved, you will be mailed your deposit refund as soon as possible after the event. Final approval is given at the sole discretion of the District Field Manager. If the clubhouse fails inspection after your event, you will receive the balance of your deposit minus a cleaning fee of \$25.00 per hour and charges for any damage or time overage.

1. The Clubhouse will not be available for reservations/rentals on any major holidays.
  - \*New Year's Eve
  - \*New Year's Day
  - \*Christmas Day
  - \* Memorial Day
  - \* 4<sup>th</sup> of July
  - \* Easter Sunday
  - \* Labor Day
  - \* Halloween
  - \* Thanksgiving
  - \* Christmas Eve
2. Residents reserving the clubhouse will be responsible for their own cleaning supplies and trash bags. All trash must be placed in the trash dumpster located in parking lot following the event.
3. Keys may be picked up no earlier than 24 hours prior to the event during normal business hours, unless special arrangements are made with the District Field Manager. Keys not returned immediately following event will result in a charge of \$40.00 against the deposit for replacement.
4. The facility shall not be rented beyond the agreed time. All overages on time will be billed at \$25.00 per quarter hour.
  - If your rental time is 8am to Noon, you and your guests must leave and the room must be cleaned and inspected by Noon.
  - If your rental time is 1pm to 5pm, you and your guests must leave and the room must be cleaned and inspected by 5pm.
  - If your rental time is 6pm to 10pm, you and your guests must leave and the room must be cleaned and inspected by 10pm.
5. **Absolutely no decorations on walls, window dressing, fans or ceilings.** Stand up decorations and table top decorations are permitted. Balloons are only allowed in the clubhouse.
6. Renter must assign a person to let party guests into the clubhouse and open doors for guests' use of the restrooms. Restroom doors, main gate and pool gate are not to be propped open.
7. No bathing suits permitted in clubhouse, shoes and shirts are required.
8. No grills or cooking permitted in or outside facility. This is by order of the Fire Marshall.
9. Rental fees are \$75.00 for a full day or \$25.00 for each rental period, with a \$100.00 deposit. The deposit is required to be submitted to ensure the Clubhouse is clean, undamaged, and all rules followed. Keys must be turned in at the end of the event.
10. No food or drink permitted within fifteen (15) feet of pool's edge.
11. The amenities, exterior area, and furniture may not be used exclusively for party purposes. They are for the community's use.
12. Pool usage is by Resident/Member Pass only. All pool rules and guest limitations apply to that pass.
13. Cancellation of a booked event two weeks prior will receive full refund of rental and deposit. Cancellation within two weeks of the event will result in the rental fee being retained and deposit returned.
14. NO SMOKING is permitted in the Clubhouse. All smoking materials used outside must be placed in approved containers.
14. IN CASE OF EMERGENCY, CALL 911. Then, notify the District Manager at (813) 397-5121.
15. All regulations are subject to change by the Board of Supervisors of the Mirabella CDD.

**Residents Signature:** \_\_\_\_\_

**We do not adjust the air conditioning or heat, except in extreme conditions.**

*Mirabella CDD Copy – Copy to be made for resident on request.*

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## Clubhouse Rental Cleaning and Policy Checklist

Name of Renter: \_\_\_\_\_ Date of Inspection: \_\_\_\_/\_\_\_\_/\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: \_\_\_\_\_

Date Keys Returned: \_\_\_\_/\_\_\_\_/\_\_\_\_ Employee Inspecting: \_\_\_\_\_

Key Description: \_\_\_\_\_

OK	Not OK	Check Off Item
		Renter used their own cleaning supplies
		Facility cleaned and vacated by checkout time
		No decorations on walls, window dressings, fans and ceilings
		Gates and bathroom doors not propped open
		No bathing suits in Clubhouse – Proper attire required for guests
		No food or drink within 15' of pool
		Pool, if used by Group, did comply with resident to guest limitations
		No smoking in the clubhouse, and smoking permitted only in approved areas outside
		Floor was properly swept, mopped and cleaned
		Tables and chairs cleaned and returned to storage position
		Trash emptied and placed in dumpster with new bags in trash receptacles
		Cabinets cleaned and empty
		Counter tops cleaned
		Thermostat untouched and secure
		No damage caused to facility
		Restrooms & Clubhouse cleaned
		Take a video of Clubhouse and restrooms after event and send to Teresa.farlow@merituscorp.com

Please describe any damage resulting from your event:

\_\_\_\_\_

Refund of deposit will happen as soon as possible following the event. Deductions will be made for any no answers above. Final decision on deposit refund is at the District Field Manager's discretion.

Renters Signature: \_\_\_\_\_

*(Renter to sign after inspection)*