

**Bayou Pass Village
Dorothy Duke Clubhouse
Rental Contract**

2203 Dorothy Duke Lane, Ruskin, FL 33570

Updated April 2024

Reservation Date: _____ Time: _____
Renter Name (Print): _____
Address: _____
Phone #: _____
Purpose of Function/Event: _____
Number of Guests (125 Max): _____

ALL payments must be made with Money Orders payable to BPVPOA. Leave the Refundable Deposit Money Order payable blank. All money orders and this signed agreement are to be turned in to the Rental Manager. Rentals will not be booked until all documents are received by the Rental Manager. Two separate Money Orders are required.

Resident Rental rate for Dorothy Duke Clubhouse: \$175, Refundable Deposit: \$250
Non-Resident Rental rate for Dorothy Duke Clubhouse: \$500, Refundable Deposit: \$500
Refundable Deposit will be returned within one week if there were no issues with rental.

Early Entry may be available upon request for \$150. Early Entry hours are 2pm to 10pm the day prior to the rental.

The Bayou Pass Village Property Owners Association and Rental Manager shall not be liable for any damage or injury to the renter or their guest however so caused; nor shall the Association or Rental Manager be responsible for any accident to the renter or their guest and they will not hold the Association or Rental Manager liable in any way. The Association and Rental Manager are not responsible for damage or loss to Renter's personal items.

I have carefully read and understand this Reservation Contract and the Rental Rules and agree to be bound by its terms. Failure to abide by the terms described will result in loss of future reservation privileges for up to 12 months and/or withhold all or part of your deposit.

Along with this contract I have received a copy of the following documents:

1. Rental Rules
2. Rental Cleaning Checklist

Renter Signature & Date: _____

To be completed by the Association Rental Manager:

Rental Approved by: _____ Date: _____

Reservation Money Order Number and amount: _____

Refundable Deposit Money Order Number & amount: _____

Deposit Money Order Return Date: _____ Received By: _____

Bayou Pass Village
Dorothy Duke Clubhouse
Rental Rules

Updated April 2024

1. Renters who are residents must be in good standing with the Bayou Pass Village Property Owners' Association.
2. Rentals are accepted on a first come first serve basis. Dates will not be held until all paperwork and deposits are received by the BPVPOA Rental Manager.
3. Renters must be present at the clubhouse for the entire time of their rental.
4. Maximum capacity is 125 guests.
5. Access to the clubhouse on the day of the rental will be provided to the renter by the BPVPOA Rental Manager no earlier than 9am. **NO KEYS WILL BE GIVEN TO RENTER.**
6. Inspections will be done at the end of the renters event. The facility must be cleaned and ready for inspection by 11pm. Music off and guests need to be out by 10pm.
7. The BPVPOA Board of Directors and Management Office reserve the right to deny use of the Clubhouse for any reason, including but not limited to delinquent payment of assessments, misuse of the facilities or leaving the facilities during the rental.
8. The Clubhouse must be returned to its original condition upon completion of rental. A checklist is provided to ensure the Clubhouse is ready for use by the next renter.
9. In the event of damage to the Clubhouse or surrounding grounds during your event, your deposit will be forfeited. If the damage exceeds the deposit amount, the full cost of the repair/replacement will be charged.
10. Rental fee and deposit are fully refundable if notice of cancellation is given at least 14 days prior to the scheduled rental. Cancellations made less than 14 days prior to the rental will result in forfeiture of the entire rental fee.
11. NO smoking or vaping are permitted inside the clubhouse.
12. NO smoke/fog machines or any device that produces smoke/fog
13. NO animals are permitted inside the Clubhouse
14. Events with an admission charge are not allowed.
15. NO stapling, pinning or taping decorations to walls, ceiling or fans.
16. Furniture must remain inside the Clubhouse and shall not be removed
17. Adequate adult supervision of minors is required at all times during a rental.
18. Pool and pool area may NOT be used in conjunction with rental. No one from your event is to go into the pool area at any time.
19. Parking is only allowed in designated parking spots. No parking is allowed in resident's driveways or in front/side of resident's homes. Vehicles will be towed at owner's expense
20. If there are any problems during your rental period, please contact the BPVPOA Rental Manager.
21. If the renter is 15 minutes late or more there will be a \$50 fee.

Printed name of Renter: _____

Signature & Date: _____

**Bayou Pass Village
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Rental Cleaning Checklist**

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The Clubhouse must be cleaned according to this cleaning checklist and ready for checkout inspection by no later than 11pm. FAILURE TO RESTORE the Clubhouse TO ITS ORIGINAL CONDITION OR FAILURE TO BE READY ON TIME WILL RESULT IN FORFEITURE OF YOUR DEPOSIT. Be sure to notify BPVPOA Rental Manager of any pre-existing damage prior to your event to avoid being charged for repair and/or replacement costs.

KITCHEN

- Wipe off counter tops and back splash
- Clean Sink
- Remove all items from the refrigerator/freezer and wipe clean.
- Wipe the microwave clean.
- Wipe any spills on cabinet fronts and baseboards.
- Sweep & mop the floor properly, NO spot cleaning. Remove all shoe markings from the floor by rubbing your own shoe over them.
- Remove trash and replace bags.

MAIN ROOM

- Wipe off all tables and chairs and leave them out for inspection.
- Clean countertops.
- Sweep & mop floor, NO spot cleaning. Remove all shoe markings from the floor by rubbing your own shoe over them.
- Remove trash and replace bags.

BATHROOMS

- Wipe countertops, sinks, faucets and toilets clean.
- Clean mirrors.
- Sweep & mop the floors, no spot cleaning. Remove all shoe markings from the floor by rubbing your own shoe over them.
- Remove trash and replace bags.

GENERAL

- Turn off all lights, fans and raise all thermostats to 78 degrees prior to leaving
- Remove all decorations and all personal items.
- Walk the front porch and perimeter of the clubhouse and pick up any trash/cigarettes resulting from your rental.
- Sweep and mop the foyer and hallway leading to bathrooms
- Take all trash out to the dumpster near the garage.

Contact BPVPOA Rental Manager for check out when finished.

Printed name of Renter: _____
Signature & Date: _____