

TOWN HALL PARTY RULES

(Please initial each line as acknowledgement)

- _____ 1. The party / function must end, and the Town Hall completely locked up no later than 11:30 PM. All cars must be vacated from the Town Hall parking lot no later than 12:01 AM.
- _____ 2. Pool and Pool Deck use is **NOT** included in this agreement.

FUNCTION MUST BE CONTAINED INDORS ONLY

- _____ 3. Use handicap ramp **ONLY** for **ALL deliveries**. **NO HAULING DEVICES** permitted on **ANY STEPS**. Cost of damages will be deducted from your deposit.
- _____ 4. **DO NOT** place *tape, tack or nail* on walls, fans, window treatments, or wall décor.
- _____ 5. All tables must be covered with a tablecloth. If moving tables, they must be lifted, not dragged over the floor to prevent braking of the table legs.
- _____ 6. Remove **ALL** items from the fridge/freezer and kitchen area.
- _____ 7. Make sure all sliding glass doors, windows, front & rear entrance doors, and bathroom doors leading into the main building are closed and locked.
- _____ 8. Turn off all lights in both bathrooms, ceiling lights leading in the bathrooms, main room lights and kitchen lights.
- _____ 9. Turn both A/C controls to off position.
- _____ 10. Remove and dispose of **ALL** garbage*.
- _____ 11. Return key to Town Hall within three (3) business days.
- _____ 12. Town Hall **MUST** be returned to its condition **PRIOR TO** your event.
- _____ 13. Town Hall is not to be used for commercial activities.

***DO NOT LEAVE GARBAGE BAGS ON THE INSIDE OR OUTSIDE OF THE BUILDING. ALL TRASH MUST BE REMOVED FROM THE PREMISES!**



Homeowners Association, Inc.

The \$225 Fee will reserve your date for the function. Once the Association is in receipt of the \$225 Fee, this fee is nonrefundable.

Not following any of the rules listed above may result in all or part of your \$500.00 deposit being held for replacement, repairs or trash removal.

Allowing any person invited to your party to enter on the pool deck or to use the pool WILL result in all of your deposit being retained.

DATE:

NAME:

ADDRESS:

PHONE
NUMBER:

DATE OF
EVENT:

TIME OF
EVENT:

TYPE OF
EVENT:

BOCA WINDS



Homeowners Association, Inc.

The undersigned agrees that neither Boca Winds Homeowners Association nor any person under employ or working on their behalf shall be held responsible or liable for any damage to the property of, nor the bodily injury or death of the undersigned or his/her guest due to an activity being held at Town Hall.

It is further agreed that the undersigned is solely responsible for any damage to property belonging to the Boca Winds Homeowners Association caused by the undersigned or the undersigned's guests.

A \$500.00 deposit shall be required for use of the Town Hall facility at Boca Winds. This deposit will be refunded upon receipt of the key and after the full inspection of the property reveals that no damage has been done and the attached Town Hall Party Rules have been initialed and followed.

THE UNDERSIGNED HEREBY ACKNOWLEDGES THAT THE RENTAL OF THE TOWN HALL FACILITY AT BOCA WINDS IS FOR THE BUILDING ONLY AND DOES NOT INCLUDE THE POOL AREA.

Signed

Date

Printed Name