

MONTPELIER VILLAGE CLUB, INC. EVENT ROOM/KITCHEN
RENTAL APPLICATION/AGREEMENT

IF YOU NEED TO SEE THE ROOM BEFORE YOUR EVENT YOU MUST SCHEDULE A TIME WITH THE CLUBHOUSE MANAGER 407-352-0385 or MVC@montpeliervillageclub.com. You can also reach Jo Bladykas at 407-340-5621 and arrange a time to meet with her.

GENERAL INSTRUCTIONS: Complete ENTIRE application at least 4 weeks prior to date of use with fee(s) and deposit(s). The cost for the room + kitchen rental is **\$985.00** with an additional refundable deposit of **\$ 750.00**. Please make payment at Montpelier Village Club, Inc. Payment is done via card. Applications will not be accounted for without advance payment. Your deposit is what holds the room/kitchen, not the completion of the rental agreement. So, if the deposit(s) is NOT made, you are at risk of losing the room and date for your event. You will receive your refundable deposit within 30 days after the event.

- ❖ Monies from deposit may be kept if the room/kitchen is left requiring unreasonable additional cleaning or any damages are made to the room or property in the room during the event including set up and breakdown of facility. If the security deposit is not adequate to cover extra costs, Renter is responsible for the actual additional costs. Liability is not limited to the amount of security deposit. Monies will also be kept if Renter does not honor content of entire Application **If the room/kitchen is not cleaned after the event, you will lose your entire deposit of \$750.**
- ❖ You may start decorating the Friday before your Event. The hours for decorating are 11am-10:00pm. You must be out by 10:00pm. **Failure to leave the clubhouse by 10:00pm, the day of decorating will result in the loss of your entire deposit.**

Today's Date: _____

Rooms Rented: Main Room & Kitchen / Main Room

Will You Need The Stove/Oven: _____

Name of Organization/Type of Event: _____

Renter's (Name & Phone): _____

Alternate Contact Person (Name & Phone): _____

Person Responsible for Key Card (Name & Phone): _____

CLUB MASTER KEY TO BE RETURNED IMMEDIATELY AFTER EVENT TO THE OFFICE MANAGER/MONTPELIER VILLAGE CLUB STAFF OR PUT IN MAIL SLOT IN OFFICE DOOR. LOSS OF KEY CARD WILL RESULT IN A \$50 CHARGE DEDUCTED FROM DEPOSIT.

***Address where refundable deposit should be sent:** _____

Number of guests: _____ Maximum Capacity per Orange County is 120 people.

Date of Event: _____

Time: Starting: _____ Ending: 10PM (Time extension no longer permitted per MVC Board)

Please Note:

- ❖ All evening parties must end, with ALL guests gone, no later than 10:00PM. Cleanup must be completed by 11:00PM. **THIS CLEAN UP TIME IS NOT AN EXTENSION OF YOUR EVENT AND IS PROVIDED FOR CLEAN UP ONLY.**

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- ❖ Facilities include Main Room, Kitchen, and Restrooms ONLY.
- ❖ Renter after Event MUST clean facilities.
- ❖ Facility use does NOT include Pool, Game Room, Tennis/Basketball Court, Patio, or Gym.
- ❖ CLEANING includes throwing out all trash, taking down ALL decorations, sweeping, and wiping down all counters and sinks in the Kitchen, sweeping, wiping down counter/sink area and empty trashcans in Restrooms, and vacuuming the carpet. Please put Clubhouse tables and chairs back the way they were prior to Event in an orderly manner on the carts in front of the closet. **\$50 will be kept if the closet is not organized and additional monies will be kept from your deposit for failure to do ALL these things.**
- ❖ **TIME INFORMATION:** EVENT MUST BE OVER BY 10PM AND CLEAN UP MUST BE OVER BY 11:00PM. AFTER 11:00PM EVERY ADDITIONAL HOUR OR PART OF HOUR WILL RESULT IN AN EXTRA \$50 CHARGE. MONIES WILL BE DEDUCTED FROM THE DEPOSIT IF RENTER EXCEEDS THESE TIMES.
- ❖ Application must be completed in full and deposits made before the date can be reserved for your event by Montpelier Village Club, Inc. We will be unable to hold the date for your event without the deposit. The \$985 is a non-refundable rental fee and must be paid, at the very latest, 4 weeks prior to the event via card.

I _____ agree to clean the Event Room, Kitchen, and Restrooms after the Event.

Signature _____

Date: _____

For Office Use, ONLY:

RULES FOR USE OF CLUBHOUSE

- ❖ *All evening parties must end, with ALL guests gone, no later than 10:00PM. Cleanup must be completed by 11:00PM. THIS CLEAN UP TIME IS NOT AN EXTENSION OF YOUR EVENT AND IS PROVIDED FOR CLEAN UP ONLY.*

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- **THERE IS NO PARKING IN FRONT OF OUR VEHICLE LOT STORAGE. VEHICLES BLOCKING THE GATE(S) WILL BE TOWED AT OWNERS EXPENSE.**
- **BEFORE YOUR EVENT BEGINS YOU MUST REMIND YOUR GUESTS OF ALL EXIT SIGNS IN CASE OF EMERGENCY.**
- **THE RENTER IS RESPONSIBLE FOR ALL GUESTS AND THEIR CHILDREN. THE RENTER IS RESPONSIBLE FOR ALL GUESTS CONSUMING ALCOHOLIC BEVERAGES DURING THE EVENT.**
- **AFTER YOUR EVENT IS OVER, PLEASE MAKE SURE THAT EVERYTHING IS COMPLETELY CLEANED UP. SEE APPLICATION FOR DETAILS OF CLEAN UP FOR KITCHEN, RESTROOMS AND MAIN ROOM.**
- **PLEASE DO NOT DRAG THE TABLES AND CHAIRS ACROSS THE CARPET TO AVOID DAMAGE. ANY CARPET DAMAGE THAT REQUIRES REPAIR WILL BE TAKEN OUT OF DEPOSIT. WHEN BREAKING DOWN THE ROOM, MAKE SURE THAT ALL CHAIRS AND TABLES THAT ARE USED ARE PLACED BACK IN THE STORAGE CLOSET IN AN ORDERLY FASHION AND ON THEIR PROPER RACK. THE TABLES AND CHAIRS THAT ARE MOVED MUST BE PUT BACK IN THEIR ORIGINAL PLACE.**
- **KEY CARD IS GIVEN TO THE RENTER THE DAY PRIOR TO THE EVENT AND MUST BE RETURNED IMMEDIATELY AFTER EVENT TO THE OFFICE MANAGER/ MONTPELIER VILLAGE CLUB STAFF. LOSS OF THE KEY CARD WILL RESULT IN A \$50 REPLACEMENT CHARGE DEDUCTED FROM DEPOSIT.**

I, _____ (Print Name) in consideration of being permitted the use of the Montpelier Village Club, Inc. Event Room & Kitchen, 10500 Mormon Drive, Orlando Florida, 32821, release, waive, discharge and covenant not to sue Montpelier Village Club, Inc., any of its successors, assigns, directors, agents and employees and property management employees hereinafter referred to as Releases.

I further release Releases from any claim whatsoever because first aid, treatment or service rendered to me while on Montpelier Village Club, Inc. property.

Signature: _____ Date: _____

RULES AND RESTRICTIONS FOR DECORATING

- ❖ ***All evening parties must end, with ALL guests gone, no later than 10:00PM. Cleanup must be completed by 11:00PM. THIS CLEAN UP TIME IS NOT AN EXTENSION OF YOUR EVENT AND IS PROVIDED FOR CLEAN UP ONLY.***

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- ❖ We do have **140 chairs** and **21 6ft x 2.5ft rectangular** tables for your use. We also have **1** large round table. They must be placed back in the storage closet after the event. **The Renter is responsible for setting up and breaking down these tables and chairs, and the room is to be put back the way it was prior to the event.**
- **NO** nails, tacks, staples, hot glue, duct tape or adhesive tape products is to be used on walls or any fixture or furniture. **Scotch tape ONLY.**
- ALL standing items are acceptable.
- Center pieces are acceptable. **ONLY** votive candles are allowed.
- All nails and hooks already in the painted wood surrounding the ceiling may be used for light weight items only.
- **NO** Fog or Smoke Machines.
- **NO** confetti or glitter.
- **NO** bounce houses.
- **THE RENTER AGREES TO BE RESPONSIBLE FOR THE ACTIONS AND CONDUCT OF THEIR GUESTS AND RELEASE AND HOLD MONTPELIER VILLAGE CLUB, INC. HARMLESS FOR ALL CLAIMS OF LIABILITY FROM CLUBHOUSE RENTAL.**

***The Application must be completed in full, including ALL signatures and dates or it will be disregarded.**

I HAVE READ AND UNDERSTAND THE RULES FOR USE OF CLUBHOUSE AND RULES AND RESTRICTIONS FOR DECORATING. I AGREE TO COMPLY WITH THESE RULES.

SIGNATURE

DATE

- ❖ ***All evening parties must end, with ALL guests gone, no later than 10:00PM. Cleanup must be completed by 11:00PM. THIS CLEAN UP TIME IS NOT AN EXTENSION OF YOUR EVENT AND IS PROVIDED FOR CLEAN UP ONLY.***