

JESUP'S LANDING HOMEOWNERS ASSOCIATION, INC.

Please mail to: Jesup's Landing Homeowners Association, Inc.
6972 Lake Gloria Blvd Orlando, FL 32809

CLUBHOUSE RESERVATION REQUEST FORM

PLEASE PRINT CLEARLY

Today's Date: _____

First Name: _____ Last Name: _____

Street Address: _____ City, State/Zip: _____

Phone: _____ Mobile Phone: _____

Email Address: _____

Date of Event Requested: _____

Time Requested From: _____ To: _____ (4 Hour Max)

Type of Event: _____ Number Attending: _____

Date of Event: _____ Time: From: ____ To: (4 hour limit-dusk to dawn)

Type of Event: _____ Number Attending: ____

CONDITIONS OF RESERVATION

1. Return this form with a reservation refundable deposit check in the amount of \$200.00 and a separate non-refundable fee check of \$100.00 to the HOA to confirm your reservation.
2. Reservations will not be confirmed without a deposit. Cash or credit cards are not accepted.
3. Make checks payable to the Jesup's Landing Homeowners Association, Inc.
4. Reservations must be made 14 days before the requested event date.
5. The maximum time permitted for any one event is four (4) hours.
6. The pool cannot be reserved for private parties at any time.
7. No alcoholic beverages can be served at any time on HOA common grounds.
8. Smoking in the club house is not permitted.
9. Children under the age of 16 must be accompanied by an adult over the age of 18.
10. The event host must be a homeowner in the association and be present at the event to supervise all activities.
11. The HOA reserves the right to cancel or reschedule an event if there is a conflict.
12. The homeowner making the reservation is responsible for any damage to the facility, cleaning up the facility after the event and removing all decorations and garbage.
After the event the HOA will inspect the facility to make sure it has been returned to the same condition it was in before the event.

13. If the HOA determines that the facility must be cleaned as a result of the event, then the actual cost to have the facility cleaned will be taken out of the reservation deposit and the balance returned.
14. If the HOA determines the facility is left in a clean and orderly manner after the event the reservation deposit check will be returned to the homeowner within fourteen (14) days after the event.

I understand and agree to the conditions of the clubhouse reservation policy.

Homeowner Signature: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY:

Deposit Received _____ Check No. _____ Amount: \$ _____

Reservation Confirmed: _____ Date: _____ By: _____

Special Conditions: _____

Facility Status After the Event (Circle One): Poor Good Excellent

Amount of Refund: \$ _____ Date Refunded: _____

Approved by: _____ Date: _____

If you have any questions or concerns, please don't hesitate to contact Tiffany Castille, LCAM at
 Phone: (407) 906-0491/ Email: tcastille@lelandmanagement.com