



3900 Woodlake Blvd., Suite 309, Lake Worth, FL 33463  
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**VERONA LAKES HOMEOWNERS' ASSOCIATION, INC.**

**CLUBHOUSE RESERVATION FORM**

(FOR A PRIVATE FUNCTION)

To confirm your Clubhouse Reservation, please complete, sign and submit this form along with applicable payments to the Property Manager in the Clubhouse at 9390 Verona Lake Blvd. Boynton Beach, FL 33472:

RESIDENTS NAME(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ CELL PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_

DAY AND DATE OF FUNCTION: \_\_\_\_\_ START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

NUMBER OF ATTENDEES: \_\_\_\_\_ (**NOT TO EXCEED 50 PERSONS MAXIMUM**).

**\*\*\* ALL FUNCTIONS ARE TO END NO LATER THAN 9:00 PM.  
ALL BREAKDOWN AND CLEAN UP MUST BE COMPLETED PRIOR TO THIS TIME \*\*\***

I understand that I have been granted use of the Verona Lakes Clubhouse on the above stated date and time, subject to the following terms and conditions:

Verona Lakes Homeowners Association, its' members, Board of Directors or Property Manager will in no way be liable for loss, damages, or injuries to any resident or guest in connection with this event. I assume full responsibility and liability for any claims arising at the above stated activity.

I assume full responsibility for any loss or damage caused to the premises and property of Verona Lakes Homeowners Association as a result of the use of the clubhouse as stated above.

I agree to return the premises to a neat, clean, and orderly condition and will be responsible for removing and disposing of all trash and garbage created as a result of function.

I agree to be fully responsible for maintaining an orderly function, and will allow no illegal activity on the premises, and will refrain from loud and annoying activities that may disturb surrounding residents.

I agree and understand that the use of this facility is granted for residents only and may not be reserved for a non-Verona Lakes resident. However, I am aware that use of the facilities by non-profit, charitable, or family groups sponsored by me shall qualify as resident use even though some persons attending are not residents.

Parking is limited, if a large number of guests are expected, I may be required to obtain professional assistance for guest parking.

I will be required to notify all guests on the proper use of the entry gate and will make sure a guest is presented to the property manager and gate sentry at least 3 days prior to the function.

I have read and initialed the attached instructions regarding the use of the clubhouse.

I agree and understand that all youth functions MUST be always supervised by an adult resident of Verona Lakes while the clubhouse is in use.

**“ALCOHOLIC BEVERAGES ARE STRICTLY PROHIBITED”**

**FEEES TO RESERVE AND USE THE CLUBHOUSE – TWO SEPARATE CHECKS ARE TO BE SUBMITTED AND PAYABLE TO VERONA LAKES HOA.** ONLY PERSONAL CHECKS FROM THE PROPERTY OWNER(S) WILL BE ACCEPTED. COMPANY CHECKS AND/OR PERSONAL CHECKS FROM NON-HOMEOWNERS ARE NOT ACCEPTED.

***\$300.00 NON-REFUNDABLE RENTAL FEE***  
***\$200.00 REFUNDABLE SECURITY DEPOSIT***

I am aware that my deposit will be refunded upon inspection of the clubhouse to ensure that it has been left clean and orderly, all inventories accounted for and all rules have been complied with. I am also aware that any violations of this agreement will void my security deposit refund.

I agree to all the terms and conditions for use of the Verona Lakes Homeowners Association Clubhouse.

\_\_\_\_\_  
Resident Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Check Numbers and Amounts

**PLEASE NOTE THE FOLLOWING USE GUIDELINES:**

- ❖ Management staff will provide items for use, not set up.
- ❖ Area of use is the interior clubhouse and kitchen. The covered patio shall not be used for the function as food, drink and glass are not permitted on the covered patio.
- ❖ The use of propane or barbecue is prohibited in the Clubhouse, patio, or pool deck area.
- ❖ If using a caterer, please request and provide a certificate of insurance. ALL food and provisions must be removed at the end of the function. Leftover food cannot be stored in the refrigerator or kitchen area. ALL trash MUST be removed and disposed of by the caterer or owner and not left at the Clubhouse, kitchen, or surrounding trash cans.
- ❖ The swimming pool may be utilized; but may not be reserved for private use. No glass bottles or containers are permitted in the pool area. Children under the age of 18 must be accompanied by an adult. THERE IS NO LIFEGUARD ON DUTY. THERE IS NO DIVING. IN ADDITION, THERE IS NO SWIMMING OR BOATING IN THE LAKE.
- ❖ The fitness center is not part of the Clubhouse for private party consideration. That part of the building must remain open for residents’ use.
- ❖ No decorations are to be tacked or taped to any wall surfaces. Bounce houses, other inflatable slides, etc. or large toys are not permitted inside the clubhouse.
- ❖ All furnishings and plants must be returned to their original positions at the end of the event.