



Imperial Lake Master Homeowners Association, Inc.  
 12301 NW 7 LN  
 MIAMI, FL 33182-2019  
 T (305) 485-3410 F (305) 485-3411  
[lcroyal@lcroyalmanagement.com](mailto:lcroyal@lcroyalmanagement.com)

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**CLUBHOUSE RESERVATION TERMS, CONDITIONS & AGREEMENT**  
*ONLY BONA FIDE OWNERS AND TENANTS MAY RESERVE FACILITIES*

Application Date: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_

Name of Resident: \_\_\_\_\_

Address of Resident: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

Florida Driver's License Number: \_\_\_\_\_  
 (Copy must be attached.)

Requested Reservation Date: \_\_\_\_\_ / \_\_\_\_\_ /20\_\_\_\_ Day of the Week: \_\_\_\_\_  
 Starting Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_ (max 8 hours, must be out by 12 midnight.)

Type of Function: \_\_\_\_\_ Number of Attendants: \_\_\_\_\_

The undersigned applicant does hereby agree to abide by the following terms and conditions relating to the clubhouse of Imperial Lake Homeowners Association, Inc. during the dates and times noted above.

1. Payments must be made payable to **Imperial Lake Master HOA** as specified below.

**FRIDAY, SATURDAY OR SUNDAY**

(A) Use Fee <i>non-refundable</i> :	\$475.00 (Money Order or Cashier's Check)
(B) Security Deposit <i>refundable</i> :	\$250.00 (Personal Check)

**TUESDAY, WEDNESDAY OR THURSDAY**

(A) Use Fee <i>non-refundable</i> :	\$250.00 (Money Order or Cashier's Check)
(B) Security Deposit <i>refundable</i> :	\$250.00 (Personal Check)

2. Use Fee and Security Deposit must both be submitted along with your completed agreement within **10 business days after reservation is made**, otherwise, it will be automatically cancelled without further notice. *NON-REFUNDABLE USE FEE WILL NOT BE RETURNED IF YOUR RESERVATION IS CANCELLED.*
3. The resident reserving the clubhouse must be present at all times during the function, and will be held liable for any damages occurring in the reservation period.
4. Reservation is for a maximum of 8 hours. Function must be vacated at 12:00 midnight; NO EXCEPTIONS WILL BE CONSIDERED.
5. No decoration(s) of any type should be hung from the ceiling.
6. The clubhouse's maximum capacity of 100 people must not be exceeded.
7. Table cloths, bottles, plates, food, etc. must be picked up, placed into plastic bags and placed **INSIDE** the waste containers located outside the clubhouse. This step is not included in the cleaning cost and is not our staff's responsibility.

8. The Security Deposit will be refunded to the resident after careful inspection of the facility by management, *PROVIDED IT WAS LEFT IN THE SAME CONDITION AS IT WAS FOUND.*
9. \$50.00 will be deducted from the Security Deposit per any additional moving or pick-up of rented furniture; and additional \$50.00 per day charges for storage.
10. The Association shall not be held liable for any damages, loss, or injury to persons/property occurring within the recreation facility or upon Association property during this function. The resident reserving the facility agrees to save and hold the Association harmless from any such occurrence(s) arising from or in conjunction with the use of the facility, in accordance with and subject to State and Federal Laws.
11. No one shall park in designated resident guest parking spaces. Any vehicle parked in unauthorized areas will automatically be towed without notice at their own expense. Resident is responsible of informing his/her guests accordingly, prior to the function.
12. **YOUR RENTAL IS STRICTLY FOR THE CLUBHOUSE, NOT THE POOL AND SURROUNDING AREAS; ALL GUESTS MUST STAY WITHIN THE FACILITY ACCORDINGLY. NO EXCEPTIONS!**
13. NO COOKING ALLOWED AT ANY TIME, NEITHER INSIDE NOR OUTSIDE THE CLUBHOUSE.
14. Residents and guests agree to comply with all of the Association's rules and regulations.
15. This agreement along with payments must be submitted to:  
**IMPERIAL LAKE MASTER H.O.A.**  
**12301 NW 7 LN**  
**Miami, FL 33182**

**I HAVE READ AND AGREE TO ALL THE ITEMS LISTED IN THIS AGREEMENT.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_/\_\_\_\_\_/20\_\_\_\_