

**EAGLE DUNES HOMEOWNER'S ASSOCIATION, INC.**

6972 Lake Gloria Blvd., Orlando, FL 32809-3200

Telephone: 407-781-1181

email: ktaylor@lelandmanagement.com

**AMENITY CENTER RESERVATION REQUEST FORM**

**PLEASE PRINT CLEARLY**

Today's Date: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Date of Event:** \_\_\_\_\_ **Time:** FROM: \_\_\_\_\_ TO: \_\_\_\_\_ **(4 hour limit – dusk to dawn)**

Type of Event: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Number of Children: \_\_\_\_\_

Room Requested: (Check One) Pavilion \_\_\_\_\_ Club House \_\_\_\_\_ Picnic Area \_\_\_\_\_

**CONDITIONS OF RESERVATION AND USE**

1. Return this form with a personal check for a deposit in the amount of \$200.00 to the HOA to confirm your reservation.
2. Reservations will not be confirmed without a deposit and reservation form being received at least 14 days in advance of the planned event.
3. Cash or credit cards are not accepted.
4. Make checks payable to the Eagle Dunes Homeowners Association, Inc.
5. Reservations must be made 14 days before the requested event date.
6. The maximum time permitted for any one event is four (4) hours between the hours of 8:00 a.m. and dusk daily.
7. The pool cannot be reserved for private parties at any time.
8. No alcoholic beverages can be served at any time on HOA common grounds.
9. Smoking in the club house or anywhere at the Amenity Center grounds is not permitted.
10. Children under the age of 16 must be accompanied by an adult over the age of 18 at all times.
11. The event host must be a homeowner in the association in good standing and be present at the event to supervise all activities continuously.
12. The HOA reserves the right to cancel or reschedule an event if there is a conflict for any reason.
13. 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. Garbage must be placed in trash bags and placed in the HOA dumpster in the parking lot.
14. After the event an HOA representative will inspect the facility to make sure it has been returned to the same condition it was in before the event.
15. 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 the homeowner making the reservation.
16. 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 after the event by U.S. Mail from the HOA.

**For onsite assistant prior to and after your event contact the Security Officer on Duty at 407-683-7163.**

I understand and agree to the conditions of the amenity center reservation policy.

\_\_\_\_\_  
Homeowner Signature

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

**FOR HOA OFFICE USE ONLY:**

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

Reservation Confirmed: \_\_\_\_\_ Special Conditions: \_\_\_\_\_

Facility Status after the Event: \_\_\_\_\_

Amount of Refund: \$ \_\_\_\_\_ Date Refunded: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_