

Meadowcrest Community Association  
6222 W. Corporate Oaks Drive, Crystal River, Florida 34429  
Telephone (352) 795-1372, Fax (352) 795-1409  
Email: meadowcrestcommunity@tampabay.rr.com

Clubhouse Reservation Application

**Completed application and reservation fee and deposit must be returned to the Meadowcrest Community Association office. The reservation is not considered VALID until application and fees are received. Where a reservation fee is collected for a Private Clubhouse reservation, unless the reserving owner formally cancels 72 hours or more IN ADVANCE of the reservation time, the reservation fee will not be refundable.**

Today's Date: \_\_\_\_\_ Type of Event: \_\_\_\_\_  
(please describe)

Reservation Date: \_\_\_\_\_ Hours: (from) \_\_\_\_\_ (to) \_\_\_\_\_ (be sure to include *setup* and *cleanup* time)

Owner Resident's Name (must be in attendance) \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_ Total Number of Persons Attending \_\_\_\_\_

Furnishings and equipment to be used \_\_\_\_\_

Type of Decorations (if any) to be used \_\_\_\_\_

**CLUBHOUSE RESERVATION FEES:**

**Clubhouse Reservation Fee:** Check # \_\_\_\_\_ \$100 nonrefundable check (*payable to MCA*)

**Security Deposit:** A \$1,500 check (*payable to MCA*) to hold for the cost of any damages, after cleanup and inspection by a Meadowcrest representative. The security deposit will be returned following inspection approval only. If clubhouse is treated or left in an unacceptable manner, additional administrative charges may apply to oversee maintenance and cleaning of the facilities.

**Sheriff's Deputy Fee** for events serving alcohol: \$37.00/hr with 3/hr min plus a CCSO vehicle service fee. The reserving resident is required to fill out the Sheriff's "Off Duty Detail Agreement" form (*provided by the MCA Office*) indicating event date, time, and electronic payment information for the sheriff detail event. The MCA Office will send the detail agreement form for your event directly to the Sheriff's Office for scheduling and payment processing.

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**I have read and understand Meadowcrest Community Association’s Clubhouse Use Policy and Rules and agree to abide by them. I accept responsibility for insuring that my invited guests abide by these regulations, including the “Assumption of Risk and Release Policy” and “Policy Relating to Alcoholic Beverage” provided with the Clubhouse Reservation Application. I further understand that any infraction of the rules and regulations, including any mutilation or injury to the facilities or property in or on the facilities may result in the resident’s loss of privileges or other appropriate administrative action within MCA, and to prosecution under State Law.**

*By signing below I attest to the fact that I have read and understand the Policies and Rules and I have satisfied requirements and I am satisfied with the facilities:*

Owner Resident’s Signature \_\_\_\_\_ Date \_\_\_\_\_

Clean Up contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_

MCA Representative Receiving Application and Fee \_\_\_\_\_

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**ASSUMPTION OF RISK AND RELEASE POLICY**

By your, your family, and any of your guest’s participation and attendance at the Meadowcrest Community Association Clubhouse and or facilities, you (all) agree to the assumption of risk and release conditions noted below.

In agreeing to use the facilities noted above as a member of Meadowcrest Community Association or visitor, you affirm for yourself, your family, and guests (or other participants), you (all) hold harmless from any and all liability, actions, causes of actions, claims and demand of every kind and nature whatsoever of which you (all) now have or which may arise out of or in consideration with participation in activities of use of Meadowcrest Community Association’s clubhouse and or facilities against Meadowcrest Community Association. The terms hereof shall serve as a release and assumption of risk for your (all) heirs, executors, and administrators for all members of your family and your guest’s family, including any minors. I further affirm that I have general liability insurance coverage which will remain in effect through the period of use of the Meadowcrest clubhouse and or facilities.

Owner Resident’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**POLICY RELATING TO ALCOHOLIC BEVERAGES**

Further, If hosting a private function and a caterer or outside company is providing alcoholic beverages, the resident reserving the clubhouse must provide Meadowcrest copies of certificates of general liability and liquor liability with limits equal to the limits of the Meadowcrest Community Association and show the Meadowcrest Community Association as additionally insured. In addition, if the resident is providing alcohol, the reserving resident must secure, at their cost, an event liability policy at \$1,000,000 (one million dollar) limit and show the Meadowcrest Community Association as additionally insured.

Owner Resident’s Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Receipt of Caters’ Proof of Insurance and Additional Insured, copy attached.

\_\_\_\_\_ Receipt of Owners’ Proof of Insurance and Additional Insured, copy attached.

## MEADOWCREST CLUBHOUSE PRIVATE PARTY POLICY

**Children must always have adult supervision, and it is expressly stated that you are responsible for your own safety and that of your children and guests, as neither Meadowcrest Association nor the Management Company can accept any responsibility whatsoever should an accident occur at this property.**

It is our aim that you have a wonderful function, and therefore please inform us of any problems or complaints about the clubhouse or its facilities as soon as possible, in order for us to rectify any situation without it spoiling your party. Any complaint made after your function that was not previously notified to Meadowcrest Community Association, cannot be acted upon after your function.

Authorization is given to Meadowcrest Community Association and Property Management & Investment Group, Inc. to charge your credit card the cost of any missing or damaged items in the facility.

Absolutely No Smoking within any of our facilities; however, designated outdoor areas are available.

### **Owner/Host Responsibilities:**

1. Owner/Hosts agree to report any damage that they find or cause immediately to Meadowcrest office staff.
2. Owner/Hosts assume all responsibility for behavior of self and their guests and agree to abide by all rules and regulations of the property.
3. Owner/Hosts are responsible for the completion of the Clubhouse Registration Form before their event.
4. If hosting a private function and a caterer or outside company is providing alcoholic beverages, the resident reserving the clubhouse, island or pool must provide Meadowcrest copies of certificates of general liability and liquor liability with limits equal to the limits of the Meadowcrest Community Association and show the Meadowcrest Community Association as additionally insured. In addition, if the resident is providing alcohol, the reserving resident must secure, at their cost, an event liability policy at \$1,000,000 (one million dollar) limit and show the Meadowcrest Community Association as additionally insured.
5. The Clubhouse is furnished with the basic amenities. However, during your function if you run out of some consumable items, they may need to be replenished by Owner/Hosts. For example, toilet paper, paper towels, and dish washing liquid.

### **Before Your Event:**

1. Please contact the office by phone at least two days prior to event to confirm start time and end time.

### **Check Out:**

2. Please gather and bag all garbage and place on tile kitchen floor.
3. **Make sure all tables and furniture, bathrooms and kitchen are clean. Vacuum and clean the clubhouse as necessary. The wooden dance floor may only be cleaned with water and soft cloth.**
4. If you have moved any furniture, outside furniture, etc. please place back in their original position
5. If there is anything mechanical or housekeeping wise that needs to be addressed, please notify staff immediately.