

Kingsley Lake Property Owners Association (KLPOA)
A.K.A The Kingsley Lake Association
c/o Caldwell Banker Smith and Smith Realty, 415 East Call Street, Starke, FL 32091

Rental Agreement and Conditions

Rental Agreement

Renter's name – please print: _____ for the sum of _____, hereby rents from the Kingsley Lake Property Owners Association the Civic Center located at 6110 Kingsley Lake Drive, Starke, Florida, for the period of _____.

The Renter agrees to abide by the conditions below and to leave the Center and in the same condition in which it was found, less normal wear and tear. Any damage to the premises or equipment during the term of this rental premises shall be repaired by the renter at his expense.

As a condition of this agreement, the Renter agrees to hold harmless the Kingsley Lake Property Owners Association and its agents harmless from any and all claims, third party injuries or damages occurring during the rental period and related to the use of the premises and the surrounding areas.

The Renter shall submit a deposit of \$50 upon return of this agreement to the designated agent. This deposit will be returned to the renter upon proper final inspection of the Center and return of the keys.

Agreed by the Kingsley Lake Property Owners Association designated agent:

Date: _____

Renter's Signature _____

Date : _____

Please Print Name, Address, and phone number: _____,
_____, _____.

Thank you and we hope you have a great function.

Conditions:

1. **Rental Agreement and Fees:** This agreement is between the Kingsley Lake Property Owners Association (KLPOA – a.k.a. Kingsley Lake Association) and the individual signing this agreement. Caterers, florist, etc. must deal directly with the renter and the renter is responsible directly to the KLPOA for the actions of caterers, florist, etc. The rental fee is \$175 for Non-Members and \$150 for KLA Members.
2. **Rental Period:** The Rental period is from 8:00am the day of the event until 1:00 am the next day, not to exceed a total of 30 hours unless specifically agreed in writing. If it is necessary to open the civic center the evening prior, an extra charge of \$25 may be added.
3. **Deposit:** A deposit fee of \$50 is due upon return of this agreement and will be refunded when the Center is inspected and the keys returned following the rental. Reservations must be canceled three weeks prior to the rental date to receive a full refund of the deposit. The full rental fee is due upon receipt of the keys to the Center by the individual executing this agreement.

4. Equipment and furniture: The use of tables, chairs and kitchen equipment (inside the Center) is included in the rental fee. We appreciate the renter and their guest(s) refrain from using the other equipment and suppliers in the Center. Please turn off all lights, air conditioner or heater, and electrical appliances prior to leaving the Center.

5. Care and Cleaning: The renter is responsible for leaving the Center in the same condition in which it was found including removal of leftover food and trash and all property belonging to the renter and their guests. Upon inspection of premises and returning the keys, the deposit will be returned.

6. Damage to the Center and / or lost Keys: Any damage to the Center building or property must be reported immediately to the rental agent. The renter is responsible for the expense of repair and the deposit will be applied against these charges. If the key to the Center is lost, the renter is responsible for rekeying the lock by an authorized locksmith.

7. No smoking inside the building – please.