



**BAL HARBOUR ASSOCIATION
WINDEMERE MANSION
RULES AND REGULATIONS AGREEMENT**

HISTORY

Windemere Mansion was built in 1929 as the family home of W.H. Fletcher who was Vice-President and General Manager of Hughes Tool Company. It is now part of the common property of Bal Harbour Association (The Association/Lessor) and is thus jointly owned by the Bal Harbour Homeowners.

GENERAL

The Association will not be responsible for loss or damage or for property left in Windemere Mansion. Lessee will be required to pay the costs of repairs or replacement of any property damaged by themselves or their guests. The Association does not provide catering. If needed, chairs and tables should be rented from an outside source.

COST

1. A damage deposit of \$350.00 is required at the time the Lease Agreement is signed. This deposit is non-refundable if Windemere Mansion is not used or if cancellation is not made 90 days or more prior to the scheduled event. The deposit is not applied to the rental fee. The deposit will be refunded to the same person who originally paid it when signing the Lease Agreement.
2. The rental fee of \$1,100.00 is to be paid three weeks in advance of the date of the function. General clean-up fees and security fees are INCLUDED in the \$1,100.00 amount.

Clean-Up:

The Association will do all general cleaning (vacuuming, mopping, etc.). In the event more than general cleaning is required, or the grounds outside require extra clean up, or furniture needs to be returned to its original position, an additional charge will be deducted from the deposit.

Security:

The Association hires an off-duty police officer to be at Windemere Mansion for four hours on the day/night of the event. Security is required for directing traffic and to help with parking. If additional security is needed, an additional charge will be deducted from the damage deposit accordingly.

PARKING

The following locations are available for parking:

- Bal Harbour's tennis court parking lot
- South side of Sailboat Drive
- Parking lot closest to Management office

Do not park in the driveway in front of Windemere Mansion. Cars will be towed at the owner's expense!

HOURS

Windemere Mansion is rented for ONE DAY ONLY. Do not expect access to Windemere Mansion **BEFORE** or **AFTER** the day of your function. Any items you may need must be brought in and REMOVED on the day/night of the rental. If Lessee returns the next day to pick-up items left in Windemere Mansion, a fee will be charged. That fee may vary, but will be no less than \$100.

On the date of your event, you will have access to Windemere Mansion from 9:00 a.m. Windemere Mansion must be closed by 12:00 midnight for Sunday through Thursday events, and by 1:00 a.m. for Friday and Saturday events.

Note: Under no circumstances will anyone be allowed access to Windemere Mansion prior to 9:00 a.m. on the day of the function or after the time of closure, as above.

Reminder: Starting each December 1, Christmas decorations will be set up in Windemere Mansion and will not be removed until New Year's Day. Please keep this in mind if renting Windemere Mansion in December. On July 4th and on the Saturday of the Clear Lake Christmas Boat Parade in December, Windemere Mansion will not be rented out unless the Bal Harbour Board of Directors decides otherwise.

DAMAGE DEPOSIT

All or part of the deposit will be forfeited for any rule violations. Please read all the rules carefully.

SETTING UP

1. Outdoor weddings and activities must be confined to the concrete patio unless otherwise approved by the Association Manager. Marina, sidewalks, all grassy areas, pools and decks are off limits.
2. Living room furniture may **NOT** be moved other than against the walls in the same room where located, into the dining room or into the atrium. Any furniture moved (as mentioned in prior sentence) must be put back in its original position at the end of the event or there will be an added charge. Absolutely no furniture may be moved INTO or OUT OF the library, the kitchen or kitchenette, or the upstairs area.
3. If the rental day is Saturday or Sunday, the key to Windemere Mansion **must** be picked up on the Friday before the function. If the rental day is on a normal business day, the key may be picked up after 9:00 a.m. that day. A mailbox is provided at the bottom of the stairs leading to the management office for returning the key after the function. A re-keying fee will be deducted from Lessee's deposit if the key is not returned.
4. Functions must be limited to 150 people, inside and outside Windemere Mansion.
5. Parties for any group predominantly 21 years old or younger are prohibited.
6. Windemere Mansion may not be used for profit-making or commercial activities unless specific permission is given by the Board of Directors.
7. Caterers must be approved by the Association management office.
8. No outdoor cooking is allowed. Food preparation must be inside.
9. **Absolutely no candles are allowed inside the house or outside on the patio or grassy areas. No candles are allowed on Bal Harbour property.**



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DURING THE FUNCTION

1. **Absolutely no music, amplified or not, is allowed outside Windemere Mansion. The entire deposit will be forfeited if this rule is violated.**
2. Vehicles are not allowed on the front sidewalk of Windemere Mansion. Absolutely no vehicles are allowed on any grassy areas around Windemere Mansion. This will result in immediate forfeiture of damage deposit.
3. Windemere Mansion has been designated a "NO SMOKING" area by Nassau Bay City Ordinance. Smoking is ONLY allowed OUTSIDE.
4. Do not throw rice. Birdseed or flower petals may be thrown outside only.
5. Dancing is allowed only in the tiled Sun Room. Dancing on the living room, dining room and hallway floors is prohibited.
6. The fireplace may not be used at any time.
7. Firearms are not allowed on Windemere Mansion premises.

BEFORE LEAVING

1. All garbage is to be placed in plastic bags, neatly tied, and put in the large green trash cans outside the kitchen door.
2. All air conditioning and heating unit thermostats must be turned to a setting of 80 degrees in the summer and 60 degrees in the winter when closing up Windemere Mansion after the function.
3. All lights must be turned off.
4. Any furniture moved must be put back in its original position or there will be an added charge.
5. All items brought into Windemere Mansion must be removed at the end of the party on the same day/night.
6. Return the key to the management office or drop it in the mailbox at the bottom of the stairs by that office.
7. Damaged or broken chairs and/or tables will result in fees deducted from the deposit.

Thank you in advance for your cooperation. We hope your experience at Windemere Mansion will be a pleasurable one.

I have read and understand all the rules and regulations.

Signature

Date: _____

Address

City, State, Zip

Phone number