

Shore Club Condominium Association
CLUB ROOM RESERVATION REQUEST

Date of this request: _____

EVENT INFORMATION

Event Date: _____ Event Time: _____ A.M To P.M. _____ A.M. PM

Event Type (Wedding, Birthday, Dinner, etc.): _____

Catered: Yes No Caterer Name: _____

Street Address: _____ Phone Number: _____

Contact Name: _____

Owner/Lessee must supply Caterer Business License and Proof of Insurance along with this form.

Note: Maximum capacity of the Club room is sixty (60) people

This form along with the \$200 security deposit, and check for a security guard (if required) must be submitted to the office no less than five (5) business days prior to the event. The attached guest list must be received by the office no less than forty eight (48) hours prior to the event.

By signing this Club Room Reservation Request, you assume all responsibility for damage to Shore Club Condominium Association Property caused by you or your visitors attending this event and you agree to all terms stated herein.

Date Signed: _____

Owner/Lessee Signature: _____ Apartment: _____

Owner/Lessee Name (Print) _____

Approved By: _____ Date Approved: _____

Board Member Name (Printed) _____

CONDITIONS

- **This completed application must be received by the office five (5) business days prior to the date of the event along with the \$200 security deposit and payment for security if thirty (30) or more are attending.**
- The Club room may be reserved only for a private, social, or political function. No outside organizations (for profit or not for profit) are permitted to reserve the Club room for their exclusive use.
- List of Visitors: Provide a list of Visitors attending the event along with this Request (or 48 hours in advance of the event at the latest). Security will use this list to check-in your visitors and assign parking.
- Deposit: A \$200 deposit must accompany the Reservation Request. This deposit will be returned the day following the event after Staff has a chance to inspect the Room for damage and cleanliness. If damages exceed \$200, then you are responsible for the overage payment within 48 hours of the event.
- Non-Paying Visitors: The undersigned Owner or Lessee affirms that the Visitors listed above are not being charged for this event.
- Owner Attendance: Owner/Lessee affirms they will be in attendance during the entire event.
- Pets: Pets are not allowed on Shore Club Condominium Property.
- Rules and Regulations: Owners and Lessees are required to have their Visitors become familiar with the Condominium Rules and Regulations and abide by those Rules and Regulations.
- Keys: Keys for use by your Visitors to enter the building or your apartment will not be issued by the Office, Security or the Manager. Please make your own arrangements regarding Keys.
- Event Times: The event shall be limited to between 6:00 p.m. and 1:00 a.m.

PROCEDURES FOR USING THE CLUB ROOM AND CLUB GRILLE

Dates/Time

- The Club Room cannot be reserved for your exclusive use before 5PM. However, if you are having an event before 5:00 P.M., then you must fill out this form, pay the security deposit, be responsible for an extra security guard (if twenty or more people), be responsible for damages beyond the \$200 security deposit, and know that you must be willing to share the room. Exclusive use of the room is only available after 5:00 P.M.
- The Club Room reservation is not available during Holidays and Holiday Weekends (check with the office for those dates and times).
- The Club Room is not available when Committee Meetings and Board Meetings are scheduled (check with the office for those dates and times).

Kitchen

- Use of the kitchen is included with the reservation.

Club Bar and Grille

- The use of the Club Bar, Club Grille, and Pool are not included with the Club Room reservation; all owners may use these facilities and they must be shared.
- You can reserve the Club Grille for a 1 hour period during the time of the Club Room reservation; the Club Grille cannot be reserved prior to 5PM.
- The North Gate may be opened during setup and breakdown, but must be kept closed and

locked during the event. (NO EXCEPTIONS).

Cleaning Up

- You are responsible for cleaning up the area the night of the Event - not the next day.
- You are responsible for cleaning the Kitchen, Club Room, Club Grille Area and any other areas used for the event.
- You are responsible for cleaning the Range, Refrigerator and Microwave.
- Empty Trash into the Dumpster located at the north end of the Club Building.
- Sweep the Club Room floor. There is a broom in the Club Area Janitor room. The Upper Security Guard will provide access.
- The Deposit will not be returned if there is damage or if the area is not cleaned and we have to do cleanup the next morning.
- Notify the Upper Security Guard when you have completed the cleanup so they can shut off the Air Conditioning and lock up the area.
- Clean the Grille, counter tops, and sink.

Cleaning supplies are located in the kitchen under the sink.

Security Requirements

- **Events with an attendance of thirty (30) or more people require a Shore Club Condominium Association Security Person to be in the Club Area starting one-half (1/2) hour prior to the start time of the event through one-half 1/2 hour after the end time of the event.**
- **The Owner/Lessee making the reservation will be responsible for the cost of the Security Person at the rate of \$14.30 per hour and will be required to submit payment at the time of this Reservation Request.**
- **The Driveway double gate must remain closed and locked during the event.**

Parking:

- All Guests and Visitors must use the Upper Level Parking and park in "Guest" parking spaces. The driveway at the Club Room is to be used for loading and unloading ONLY.

