

Clubhouse Rental Application

Resident Address: _____

Resident Name: _____

Phone Number: _____ Email: _____

Event Description: _____

Event Date: _____ Event Time: From _____ To _____ (no later than 9:00pm)

Form of Entertainment: _____

- o If music is played it must be at a minimum level

Type of Decorations to be used: _____

Name of Vendors (caterer/DJ/Etc.)

Number of expected guests (maximum of 40) _____

Will there be any need to cook outside the building? _____

For Office Use ONLY

Rental Fee Submitted on: _____ **Amount:** _____ **Check #:** _____

Security Deposit Submitted on: _____ **Amount:** _____ **Check #:** _____

Certificate of Homeowner Insurance Submitted on: _____

Vendor Certificate of Insurance Submitted on: _____

Vendor ID submitted on:

Authorized to cook outside building _____

Manager Name: _____

Manager Signature: _____ **Date:** _____

PARTY RULES AND REGULATIONS
CLUB HOUSE PARTY ROOM RULES AND REGULATIONS

1. The Party Room in the Clubhouse is available for use by Members and their guest upon prior written approval from the association. Only Owners/Residents living within Turtle Cay may reserve the Party Room facilities for private parties.
2. To reserve the Party Room, the member must submit a request on the Application provided by the management office no longer than six (6) months and no sooner than thirty (30) days prior to the event and must confirm the availability of the Party Room on the day in question. Turtle Cay Board of Directors and committees have priority on the use of facilities.
3. The member must arrange a walkthrough with the property manager no longer than 24 hours prior to the event. The walkthrough is completed to conduct an inspection to ensure the room is in good condition prior to the member taking control of the room. Both manager and member will sign confirmation of conditions for all items, walls, and floors in the room. An inspection will be conducted after the event to ensure no damage occurred at the event.
4. The Member may pick up the key to the room on the day of the event, at a location to be determined by Management. At the discretion of the Property Manager, the key to the Party Room air conditioning controls may also be issued. **If the Member changes the air conditioning temperature setting, the Member must restore the setting to 72 degrees, upon the conclusion of the event. Failure to do so will result in automatic forfeiture of security deposit.** If no key is provided to the member, the onsite security officer at the time of the event will provide access to the room and ensure it is locked and secured after the event.
5. The member must submit the security deposit in the amount of two-hundred fifty dollars (\$250) and rental fee in the amount of one-hundred twenty-five dollars (\$125) upon submittal of the application. The Party Room will not be reserved without receipt of payment. Check or money order are the only acceptable form of payment and must be made payable to Turtle Cay Master Association.
6. Any damage, or loss of property, upon inspection the following business day by management, will be the financial responsibility of the member to repair/replace. At that point, the association will cash the deposit check and provide you with a breakdown of damaged areas, costs, and either refund a portion of the deposit that was unused or provide an invoice for the remaining balance due in order to cover all costs of damages.

7. **NO ALCOHOL**, wagering, or illegal activity is permitted in the Party Room. No smoking is allowed inside any part of the Club House or in any recreational area, including, but not limited to: gym, pool, pool deck, volley ball and tennis court, tot lot, pavilion, or near any clubhouse entrance.
8. The occupancy limit of 40 people must be adhered to at all times.
9. The member reserving/using the Party Room must be onsite all times that guests are present. No guest may occupy the Party Room unless the Member is also present. Unaccompanied guests are not permitted.
10. Neither the Association, nor the Board of Directors, are responsible for any loss, damage, or injury to any Member, registered tenant, or guest in connection with the use of the Party Room.
11. Reservation of the Party Room includes use of the Party Room, kitchen, and restrooms only. Party Room guests and activities must be contained within the Party Room. Reservation of the Party Room does **NOT** include any of the following:
 - a. Occupation of the Clubhouse lobby area.
 - b. Use of the swimming pool, or occupation of the swimming pool deck area.
 - c. Use of the billiards/pool table, or occupation of the surrounding lobby area.
 - d. Use and/or occupation of the Fitness Room or adjoined Kiddie Room.*****Violation of Rule 11 will result in automatic forfeiture of security deposit.*****
12. **NO GLITTER OR CONFETTI** is authorized to use as decoration. No holes may be placed in the walls to hang decorations. You may use tape, removal Command hooks, or mounting putty if wall decorations will be used however, they must all be removed at the end of the event.
13. All trash must be cleaned up and discarded in the large green trash bins that are located next to the pool equipment that is just outside of the east pool gate. All furniture that belongs in the room must be moved back to its original location at the end of the event.
14. The Homeowner/Tenant reserving the Party Room must provide a certificate of liability from their Homeowner's/ Renter Insurance policy listing Turtle Cay HOA. It should read: Turtle Cay Master Association Inc c/o Campbell Property, 100 Old Beacon Way, Riviera Beach, FL 33407
15. A list of all guests shall be provided to the Property Manager within forty-eight (48) hours of the event. Failure to comply may result in those guests not listed being denied access.

Turtle Cay Master Association, Inc
100 Old Beacon Way
Riviera Beach, FL 33407
turtlecay@campbellproperty.com

16. No cooking is allowed in the Clubhouse, except hot beverages. Cooking is to be done outside the building with prior authorization. No cooking is allowed on the pool deck. If a caterer is contracted for the event, they must provide their license and insurance document at least ten (10) days prior to the event.

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I understand that I am responsible for all persons in attendance of my event and any damage caused will be my full responsibility. After cleanup of my event, the Security Guard and I will conduct a thorough inspection of the premises and report any issues to the Property Manager.

All deposit checks must be made payable to Turtle Cay Master Association. I agree that all costs for repairs or replacements and additional cleanup is my responsibility, either through insurance or out-of-pocket. If management determines that there were no damages and further cleanup is not necessary, then I will receive my deposit back within two (2) weeks. I understand that all vendors I choose to hire must provide certificate of liability insurance to the Turtle Cay Management Office. I also understand that renting the Clubhouse main room does not authorize use of the pool or pool deck for my party guests.

I have read and do hereby agree to abide by these Rules and Regulations. I further understand that any adverse or damaging actions taken by my guests could result in penalties including, but not limited to fines, restricted access from common area, and restriction from renting the clubhouse in the future.

Resident:

(PRINT NAME)

(Signature)

Date: _____

Witness:

(PRINT NAME)

(Signature)

Date: _____

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CLUBHOUSE RENTAL INDEMNIFICATION

Homeowner/tenant reserving the Party Room must be in attendance at the Function and act as a responsible supervisor at all times, without exception. If the Homeowner/tenant is not present the event may be immediately terminated without notice. User is to ensure that all Attendees abide by all Rules and Regulations of the Association. No more than the Maximum Number of Guests, as set forth above, shall be permitted in or around the Party Room in connection with the exclusive use granted herein. User shall ensure that neither the Attendees nor the activities involved disturb or interfere with any other function or the use of other community facilities by other Homeowner/tenant and their guests.

Homeowner/tenant warrants, represents, covenants and agrees that, in the use of the Party Room, Homeowner/tenant and its agents', employees', invitees' and visitors' shall: (a) observe all Rules and Regulations of the Association; (b) not use the plumbing facilities in the Facility for any purpose other than that for which they were constructed, nor dispose of any foreign substances therein; (c) not use any advertising medium or sound devices inside or adjacent to the Party Room which produce or transmit sounds or visual distractions outside, above or on the Party Room which are audible beyond the interior of the Party Room or which shall, in the opinion of the Association, interfere with the Homeowner/tenant in the Association; (d) not permit any odor or fumes to emanate from the Party Room which are objected to by the Association or by any homeowner who is member in good standing of the Association (and, upon request by the Association, Homeowner/tenant shall immediately cease and desist from causing such odor); (e) keep the Party Room and any adjacent areas in a neat, clean, safe and sanitary condition; (f) promptly comply with all laws, ordinances, orders, rules, regulations and requirements of all governmental authorities having jurisdiction over the Association; (g) not use any space outside the Party Room, parking areas, sidewalks, common areas or any space on or about the Party Room for display, sale, hand-billing, advertising, solicitation, or any other similar undertaking and (h) Homeowner/tenant shall report any damage to Party Room or any incident that may give rise to any liability to the Association to management immediately upon the termination of the event.

Homeowner/tenant hereby indemnifies and agrees to hold harmless the Association, its officers, directors, employees, and agents, (collectively, the "Association's Indemnities"), from and against any and all claims, actions, damages, liability, cost and expense, including attorneys' fees, that (i) arise from or are in connection with the possession, use or occupancy of the Party Room, or any portion thereof, or (ii) arise from or are in connection with any act or omission of Homeowner/tenant or Homeowner/tenant's agents, contractors, licensees, invitees or visitors, or (iii) result from any default, breach, violation or nonperformance of this Agreement or any provision hereof by Homeowner/tenant or (iv) result from injury to person or property or loss of life sustained in or about the Party Room. Homeowner/tenant shall, at his or her own cost and expense, defend any and all actions, suits and proceedings which may be brought against the Association or any of the Association's Indemnities with respect to the foregoing. Homeowner shall pay, satisfy and discharge any and all judgments, orders and decrees which may be received against the Association or any of the Association's Indemnities in connection with the foregoing.

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Clubhouse Inventory Party Checklist

Reception/Main Room		Before	After
1	Couch	_____	_____
6	Armchairs	_____	_____
1	Round Wood Table	_____	_____
3	Couch Pillows	_____	_____
1	Square Wood Table	_____	_____
4	Wood Arm Chairs	_____	_____
3	Tall Bar Chairs	_____	_____
3	Credenzas with Marble Tops	_____	_____
1	Small Décor Table	_____	_____
1	Television	_____	_____
1	Electric Fire Place	_____	_____
1	Gold Color Curtains-Every Window	_____	_____
1	Wooden Blinds-Every Window	_____	_____
1	A/C Thermostat with Lockbox	_____	_____

Décor Items		Before	After
2	Gold Vases	_____	_____
3	Small vases	_____	_____
2	Fake Book sets	_____	_____
1	Green Ceramic Platter	_____	_____
1	Gold Peacock Statue	_____	_____
1	Gold planter with Yellow Flowers	_____	_____
1	Bike Statue with glass chips	_____	_____
1	Gold Turtle Statue	_____	_____
1	Gold Fish Statue	_____	_____
1	Gold Lamp	_____	_____
2	Mosaic Glass Candle Holders	_____	_____

Kitchen Area		Before	After
1	Marble counter	_____	_____
1	Microwave	_____	_____
1	Stainless Steel Refrigerator	_____	_____
1	Stainless Steel Double Sink	_____	_____
1	Set miscellaneous dishes	_____	_____
19	Kitchen Cabinets	_____	_____
1	Faux Marble Backsplash	_____	_____
2	Golden Vases – Empty	_____	_____
4	Glass Vases with fake flowers	_____	_____

Hallway		Before	After
1	Round Wood Table	_____	_____
3	Large Potted Fake Plants	_____	_____
1	Billiard Table with cover	_____	_____
2	Tall Round Tables	_____	_____
4	Tall Wood Chairs	_____	_____

Inspection Date: _____

Resident: _____

(print name)

Signature: _____

Manager: _____

(print name)

Signature: _____

CLUBHOUSE PARTY ROOM EQUIPMENT AND FURNITURE CHECKLIST
(TO BE CHECKED BEFORE AND AFTER THE EVENT)

I do hereby agree with the condition of the Clubhouse party room equipment and furniture (list above). Any equipment or furniture not in good condition is noted below. I further agree to put the equipment and furniture back as I found them, and any damage to the rooms, floors, rugs, equipment, and/or furniture will be covered by my Two Hundred Fifty (\$250) dollar deposit, and/or will be paid out-of-pocket.

Resident: _____ Date: _____
(print name)

Signature: _____

Manager: _____ Date: _____
(print name)

Signature: _____

PLEASE NOTE ANY BLEMISHES OR OTHER DEFECTS IN THE SPACE BELOW:
