

# SOCIAL ROOM RESERVATION FORM

Date of Event: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Owner \_\_\_\_\_ Unit # \_\_\_\_\_

Type of Event: \_\_\_\_\_ Number of Guests \_\_\_\_\_

Time From: \_\_\_\_\_ Time To: \_\_\_\_\_

NO LATER THAN 11:00 P.M.

RESPONSIBLE PARTY: \_\_\_\_\_

DEPOSIT AMOUNT: \$100.00 DEPOSIT RECEIVED BY \_\_\_\_\_

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## POST EVENT ACTION

SOCIAL ROOM INSPECTION: Satisfactory \_\_\_\_\_ Date: \_\_\_\_\_

Unsatisfactory \_\_\_\_\_ Date: \_\_\_\_\_

DESCRIPTION OF FINDINGS: \_\_\_\_\_

Charges against the Deposit \$ \_\_\_\_\_

Inspected by \_\_\_\_\_ Date: \_\_\_\_\_

Amount of Deposit Refunded \$ \_\_\_\_\_

Received by \_\_\_\_\_ Date: \_\_\_\_\_

The Social room may be reserved for private affairs by any owner or renter. Supervision is to be provided by the owner or renter for the entire duration of the event.

Reservations are on a first come basis. Reservation forms are available in the Manager's office. Events are limited to the social room and lobby only. The event may not be extended into walkways, driveways, hallways, or the pool areas.

Doors are not to be blocked or wedged open.

Alterations, changes or removal of any furniture or accessories in the common areas or social room is not permitted.

No Smoking in the building. See Manager for suggestions if smokers are invited to the event.

Events must terminate by 11:00 p.m. (except for the social committees New Years Eve party)

A \$100 damage deposit is required, which will be refunded, minus any penalties as: room is not left clean or in order, furniture or equipment is damaged or missing, garbage and recycle trash have not been removed, refrigerator has not been emptied and the kitchen has not been wiped clean.

Penalties may exceed \$100 and are levied by the Board of Directors upon review of the facts.

Parking is permitted in the area outside the main lobby. For evening events, parking is available in the loading area to the right of the driveway. The car wash area may be used providing it is not a designated car wash day. Guest parking inside the garage, day, or night, requires prior approval of the Manager.

The Applicant, by virtue of his/her application filed with the Manager and for the Association, and his/her payment of \$100 damage deposit acknowledges that:

All laws and ordinances of the City of Daytona Beach Shores and all Florida Statutes relating to alcohol distribution will be observed. The Association, through its manager, may terminate the event to protect itself if the responsible party who made the application is negligent in this regard.

All Condominium Association rules will be adhered to and any damage to common area property is the responsibility of the applicant.

The application will indemnify and hold harmless the Oceans Cloverleaf North Condominium Association, the Board of Directors or the employees from all losses, liability, damages of cars, claims of personal injury, sickness or death, as well as expenses (including Attorney's fees) of any nature whatsoever which may be incurred by the undersigned , their guests or other while attending the event at the Oceans Cloverleaf North Condominium.

SIGNED \_\_\_\_\_

DATE \_\_\_\_\_

## **SOCIAL ROOM REMINDERS**

- PLEASE BE SURE TO HAVE SOMEONE AT THE FRONT DOOR TO ADMIT YOUR GUESTS. Do Not use a wedge to leave any of the doors open.
- REMIND YOUR GUEST THAT ONCE THEY GO OUTSIDE, THEY CANNOT GET BACK IN WITHOUT A KEY.
- LOBBY & COMMON AREA ACCESSORIES MAY NOT BE REMOVED FROM THEIR PLACE, under any circumstances.
- THIS IS A NOT SMOKING BUILDING. YOUR GUESTS MAY SMOKE OUTSIDE IN VENDOR PARKING AREA BUT MAY NOT DISCARD BUTTS ON THE GOUND
- PRIOR TO LEAVING ANY DONANTIONS IN THE KITCHEN, PLEASE CHECK WITH THE OFFICE.
- PLEASE REMOVE ANY FOOD FROM THE REFRIDGERATOR & FREEZER.
- IF YOU WISH TO USE THE REFRIGERATOR OR FREEZER FOR YOUR PERSONAL USE BEFORE THE PARTY, CHECK WITH THE OFFICE FIRST.
- UNDER NO CIRCUMSTANCES SHOULD ALCOHOLIC BEVERAGES BE LEFT IN THE REFRIDGERATOR.
- KITCHEN MUST BE LEFT IN A CLEAN AND SANITARY CONDITION.
- DON'T FORGET WIPE DOWN COUNTERS, BAR AREA AND TO SWEEP THE FLOOR. BROOM & DUSTPAN BEHIND KITCHEN DOOR
- EMPTY WATER FROM COFFEE POTS
- REMOVE ALL TRASH FROM KITCHEN & SOCIAL ROOM
- WINDEX ALL GLASS TABLETOPS
- PUT TABLES, CHAIRS & STOOLS BACK THE WAY THEY WERE FOUND
- CLEAN FLOOR OF ANY SPILLS OR DRIPS

Thank you for your cooperation.