

Harbor Pointe Condominium Association

7 Indian River Avenue, Titusville, FL 32796
321-383-7580 • HARPOINT@ciramail.com

CLUBHOUSE USE RESERVATION FORM

You must be an Owner or Tenant ("Reserving Party") in good standing at the Harbor Pointe Condominium Community to reserve the Clubhouse for an event. The Reserving Party must attend the event identified on this form and is responsible for clean up after the event is held. **Non-resident events and business-related events are not allowed.**

Date of Event: _____ Event/Occasion: _____
Event Time: From: _____ AM/PM To: _____ AM/PM Number of Guests Expected: _____ (limit of 50)
RESERVING PARTY NAME: _____ Bldg. #: _____ Unit#: _____

Security Deposit:

- A refundable deposit check of \$250 must be received by the Office a minimum of **2 WEEKS** prior to a booked event.
- Deposit shall be returned to the Reserving Party within 30 days after the event date provided the clubhouse is properly cleaned, there is no damage caused to the clubhouse facility/grounds, and no clubhouse rules have been violated.
- **Note: Event is not booked until deposit is received in Harbor Pointe Management Office and reservation form has been approved by Management.**

**Deposit is waived for Harbor Pointe Condo Committee Events/Parties that are open to all the residents (owners/tenants).*

Deposit of \$250.00 paid to Harbor Pointe on: _____ day of _____ 20__

Deposit paid by CHECK #: _____

Area Reserved:

- The main room or card room, kitchen, and west restrooms of the Clubhouse are available from 7:00AM to 10:00PM.
- No activities are to be held outside the building. The pool/spa, sauna, tennis/basketball courts, exercise room, sauna, and pool restrooms/showers are **NOT** included in the reserved amenities.
- Note: The Association does not reserve or restrict Condo Unit Owners/Tenants from the use of the common areas such as the exercise room, sauna, pool and spa, pool restrooms/showers, and ball courts during booked Clubhouse events.
- A temporary PARTY CODE will be given to the Reserving Party to provide their guests for gate and clubhouse access.

****Refer to the Resident Handbook for complete information on Clubhouse Use Policy. By signing this request, you are agreeing to abide by the Conditions of Use, and the Policy on Deposit Monies retained/returned by Harbor Pointe.***

By providing the signature below, the Reserving Party agrees to maintain the Clubhouse in its original condition.

RESERVING PARTY

Signature _____ Date: _____ Phone: _____

OFFICE USE:

Reservation Status: ☐ Approved ☐ Disapproved Signed by: _____ Date: _____

Deposit Status: ☐ Full Return ☐ Partial Return of: \$ _____ ☐ Full Retention

Notes: _____

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CLUBHOUSE RESERVATION CHECKLIST

By signing below, the Reserving Party states they have read and will comply with the following statements:

- ☐ Events are permitted for 6 consecutive hours only, including set up and clean-up time.
- ☐ Scheduled Activities Committee events and other Board functions take precedence over reserved events (please see calendar of reserved events)
- ☐ Events are limited to a maximum of **20** people in the card room or a maximum of **50** people in the main room and the card room
- ☐ The Clubhouse shall be left in the same condition as prior to the event. Cleaning shall be the responsibility of the Reserving Party.
- ☐ The Reserving Party agrees to be personally in attendance during the event and agrees to be personally responsible for any damage to the facility and grounds.
- ☐ The Reserving Party may invite non-residents of Harbor Pointe as guests. The Reserving Party will be responsible for ensuring that all guests conduct themselves in a proper fashion and in a manner that will not disturb the Association.
- ☐ Children's party 15 years of age and younger must have a minimum of 1 adult per 6 children. Pool may not be reserved for private events.
- ☐ All guests attending a private event shall park in the visitor parking south of the pool area, or outside the south gate. Excess vehicles should use the excess parking by the main gate.
- ☐ All activities **MUST** be limited to the use of the Clubhouse, Card Room, Kitchen and west Restrooms. **Reserved activities CANNOT use the pool, tennis/basketball courts, exercise room, sauna, or pool restrooms/showers.**
- ☐ No outdoor grills/smokers or food trucks can be brought in. Catering is permitted. No grills on the patio outside the clubhouse.
- ☐ Absolutely no animals, pets, reptiles, birds, etc. of any kind shall be permitted in the Clubhouse for any reason, with the exception of Service Animals. Emotional Support Animals are NOT allowed.
- ☐ Nothing can be hung, taped, tacked, nailed or affixed in any way to any painted or wallpapered surface of the Clubhouse. All party decorations, crepe paper, signs and other items may be affixed only to the glass windows and doors. Please do not use decorations with glitter or have kids' activities using glitter.
- ☐ Failure to comply with these requirements, along with the Harbor Pointe Handbook Clubhouse Use Policy will result in a partial or full forfeiture of your security deposit.
- ☐ I have read the Harbor Pointe Handbook and Clubhouse Use policies referred to in this document.

Reserving Party Signature _____ Date _____

Print Name _____