



2 Sea Colony Drive
Palm Coast, FL 32137
386-445-5838

Contract for Clubhouse Rental

Name of Property Owner: _____

SC Address _____

Home Phone: _____ Alternate: _____

Date Requested _____ Hours: _____ to _____

Expected Attendance _____ (Not to exceed 50 persons)

Type of Function: _____

**THIS IS A NO SMOKING FACILITY
PREMISES IS UNDER 24 HOUR SURVEILLANCE**

Payment and application should be made 30 days in advance of the event

OFFICE USE ONLY

Sanitation Fee for Weekend Events (Friday-Sunday) is \$100.00
Sanitation Fee for Weekly Events (Monday-Thursday) is \$50.00

A \$400.00 deposit is required for all private events and will be returned upon inspection of the clubhouse following the event.

I understand that I am responsible for all damage incurred to the clubhouse/Pool area during this event and that damages, if determined, will be taken out of the deposit check. If no damages are found the deposit check will be voided/returned at the resident's request.

Resident's Signature: _____

Check #'s _____ Pick-up Voided Date: _____

Resident's Signature: _____

Policies for use of the Clubhouse

- 1.) The resident/property owner requesting use of the clubhouse is expected to be in attendance at the function and will assume full responsibility for the condition of the clubhouse when the event has ended. Adult supervision must be present at all times when there are children in attendance.
- 2.) The resident or property owner renting the clubhouse will be held responsible for any damage to the facility or its contents and will be expected to pay for the cost of any repair or replacement resulting from misuse and/or abuse. Costs will be withheld from the security deposit. Should the costs exceed the deposit, the balance will be due within ten (10) days of the event.
- 3.) The rental of the clubhouse includes the use of the kitchen and the use of the appliances. However, none of the supplies may be used. All supplies are inventoried by the social committee and in the event they are used the cost will be deducted from the security deposit. Dishes, silverware, pots, pans and platters are part of the inventory at the clubhouse and should not be removed from the clubhouse.
- 4.) Plastic stackable chairs will be made available upon request.
- 5.) There is no eating allowed on the pool deck and no drinking within four feet of the pool area. No glass containers are allowed on the pool deck. Smoking should take place in designated areas and cigarette butts should be disposed of properly. These rules are strictly enforced due to the possibility of contamination issues at the pool.
- 6.) The porch and pool area are never scheduled for private group use and must remain open to all homeowners and their guest at all times.
- 7.) A list of guest in alphabetical order should be given to the guards one day prior to the event. Please advise all guest that there is no parking on the grass within Sea Colony.
- 8.) Pets are prohibited on the pool deck
- 9.) All setup and cleanup must be accomplished between the hours of 8:00a.m. and 10:45p.m. The keys to the kitchen and storage area should be signed out from the guardhouse the day of the event and returned to the guardhouse the day of the event.
- 10.) The clubhouse must be vacated by 10:45p.m., please plan accordingly