



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

### **Clubhouse Utilization Application**

Name of Property Owner: \_\_\_\_\_

Sea Colony Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_

Expected Attendance: \_\_\_\_\_ (Not to exceed 50 persons)

Type of function: \_\_\_\_\_

Do you need to use the kitchen? Yes  No

Can you provide proof of Special Event Insurance 7 days prior to event date? Yes  No

Will there be alcoholic beverages at the event? Yes  No

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

Application & Payment should be made **30 days** in advance of the event.

Sanitation Fee for Weekend Events (Friday-Sunday) is \$100.00

Sanitation Fee for Weekday 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 by participants of the event and that damage costs will be taken out of the deposit check. If no damage is found, the deposit check will be voided/returned at the resident's request.

Resident's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Requirements for use of Clubhouse

### Property Owner

1. Owner must be in attendance.
2. Adult supervision of children must be provided at all times.
3. Owner is responsible for any damage to premises, created by participants of the event.
4. Guest list must be provided to the office & guard house no less than **7 days** prior to event.
5. Proof of Special Event Insurance must be provided no less than **7 days** prior to event.
6. Homeowners are responsible for their guests and outside contractors to uphold our Rules and Regulations of the community.
7. Guests and Contractors can arrive no more than 1 hour prior to the event and leave the community no later than 1 hour after the party concludes.
8. Resident use of clubhouse will be limited to **2 times** per year.

### Clubhouse

1. Use of Kitchen includes appliances, dishes, pots, pans, silverware etc.  
Supplies belonging to the Social Committee and cannot be utilized (paper/plastic plates, cups, napkins, utensils, cleaning items etc.)
2. Guest parking will be limited to 7 spaces. Special colored passes will be provided at the front gate and must be displayed on the vehicles dashboard(s).
3. The event is limited to 4 hours and access for set up will be no more than 1 hour before the scheduled event.
4. The porch, pool area, and walkover are not included for any special events, these areas will remain open to all homeowners and their guests.
5. No Smoking or Vaping of any kind permitted in the clubhouse.
6. Attendance cannot exceed 50 people.
7. \$400.00 deposit is required. Deposit will be returned upon inspection of premises following the event.
8. The sanitization fee is required **30 days** in advance of the event with this application signed.
9. Clubhouse is not available on Holiday or Holiday weekends.
10. No loud music is allowed.
11. Photography is limited to inside the clubhouse or on the beach. The pool deck, porch or walkover cannot be utilized for photos.

Resident Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**Please note:** Kitchen keys can be coordinated for pick-up and returned to the office.

Office Email [lpfeiffer@maymgt.com](mailto:lpfeiffer@maymgt.com) /Phone/ (386) 445-5838

Guardhouse Email/Phone: [guardseacolony@gmail.com](mailto:guardseacolony@gmail.com) / (386) 445-5574

Special Event Insurance Suggested by Sea Colony's Insurance Agent:

<https://www.kandkinsurance.com/programs/event-insurance>