

# Cresthaven Condominium Townhomes Section 5, Inc.

C/O Sea Breeze Community Management Services, Inc.

4227 Northlake Boulevard

Palm Beach Gardens, FL 33410

Phone: (561) 626-0917 Fax: (561) 626-7143

[www.seabreezecms.com](http://www.seabreezecms.com)

## **CLUBHOUSE RENTAL APPLICATION FORM** (updated July 2018)

Date Submitted: \_\_\_\_\_

I/We request the use of the Clubhouse on: \_\_\_\_\_

Unit Owner Name: \_\_\_\_\_ Unit Address #: \_\_\_\_\_

Best Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

For the following purpose: (describe the affair)

\_\_\_\_\_  
\_\_\_\_\_

The approximate number of people attending: \_\_\_\_\_

MAX OCCUPANCY AS PER FIRE DEPT.: 116

The Affair will be sponsored by: \_\_\_\_\_

Contact person if the event isn't sponsored by the unit owner.

Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_

Clubhouse deposit and rental fee: A non-refundable rental fee in the amount of **\$50.00 Cash, Check or Money Order Only** made payable to Cresthaven Condominium Townhomes Section 5, Inc. and a deposit of **\$100.00 Cash Only** which is refundable upon satisfactory inspection **and** if no other violations occurred according to the clubhouse policy. Please return completed form and payments at least 10 days prior to rental date.

### **EMERGENCY PROCEDURES IN CASE OF A FIRE:**

1. **Call 911** (or list seven-digit number here, if applicable); give facility location and location of fire, and any other information requested.

**DIRECTIONS FOR HALL USE**

1. PLACE RESPONSIBLE PERSON IN CHARGE. HOST MUST MEET BOARD MEMBER FOR WALK-THRU THE DAY PRIOR TO THE EVENT.
2. TABLES MAY BE MOVED TO SUIT YOUR NEEDS, PUT BACK IN ORIGINAL LOCATION AFTER YOUR EVENT.
3. WHEN PLACING TABLES ON RACKS, STACK THEM EVENLY WITH THE TOP SIDE UP, SIDEWAYS.
4. DO NOT USE SCOTCH TAPE (or similar products) ON WALLS. (WHEN REMOVED, DUST COLLECTS ON THE GLUE THAT REMAINS AND CAN CAUSE PAINT TO PEEL OFF THE WALLS.)
5. DO NOT USE SCREWS, NAILS AND HEAVY TACKS ON ANY WALLS, WINDOW TRIM OR BLINDS.
6. THE AIR CONDITIONERS ARE AVAILABLE FOR YOUR COMFORT DO NOT LOWER BELOW 74 DEGREES.
7. CIRCULATING FANS ARE HELPFUL TO DRIVE THE AIR CONDITIONING DOWNWARDS. (THERMOSTAT SWITCH IS ON EAST WALL NEAR KITCHEN)

**AFTER HALL USE:**

1. REPLACE TABLES AND CHAIRS. (SEVEN ROWS, SEE DIAGRAM)
2. DUST MOP THE FLOOR. (DUST MOPS IN SMALL ROOM NEXT TO RESTROOMS)
3. WET MOP AREAS OF FLOOR WHERE NEEDED. (MOP AND WATER IN SMALL ROOM NEXT TO THE POOL TABLE)
4. WET MOP THE BATHROOM FLOORS.
5. WET MOP THE KITCHEN IF KITCHEN WAS USED.
6. AIR CONDITIONER IS TURNED UP TO 78 DEGREES.
7. ALL LIGHTS IN HALL, KITCHEN, AND RESTROOMS ARE TURNED OFF.
8. ALL THE DOORS ARE LOCKED. (USE THE KEY TO RELEASE THE DOOR LOCK IF THE LOCK DOES NOT RELEASE WHEN THE PANIC BAR IS RELEASED)

**PLEASE NOTE:**

YOU ARE RESPONSIBLE FOR PAYMENT FOR ANY AND ALL DAMAGES TO ANY AND AREAS INCLUDING, WALL, FIXTURES, TABLES AND CHAIRS. THE PAYMENT WILL BE DETERMINED BY THE EXTENT OF THE DAMAGE.

**By Signature Below Unit Owner Agrees to all Terms & Conditions on this Form:**

Unit Owner Signature: \_\_\_\_\_

Unit Owner Printed Name: \_\_\_\_\_

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

**This section to be completed by the Cresthaven Condominium Townhomes Section 5, Inc.:**

Approved: Yes: \_\_\_\_\_ No: \_\_\_\_\_

Board Member Signature & Printed Name: \_\_\_\_\_