

**PARKSIDE GREEN HOMEOWNERS ASSOCIATION, INC.**  
C/O Sea Breeze Community Management Services, Inc.  
4227 Northlake Boulevard, Palm Beach Gardens, FL 33410  
(561) 626-0917 Fax (561) 626-7143  
[www.seabreezecms.com](http://www.seabreezecms.com)

### **CLUBHOUSE RENTAL AGREEMENT (updated July 2018)**

Owner's Name: \_\_\_\_\_ Unit Address: \_\_\_\_\_

Owner's Signature: \_\_\_\_\_ # of people to attend: \_\_\_\_\_

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

Date of Event: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Occasion: \_\_\_\_\_

1. A \$250.00 security deposit (Cash Only) is required when a homeowner requests the use of the Parkside Green Clubhouse for a private party.
2. Plus, a non-refundable fee of \$100.00 to cover the cost of air conditioning and other usage. This can be paid by check: check must have unit owner's name and address printed on the check.
3. Plus, \$100.00 (Cash Only) for the Clubhouse Key. This money will be returned as soon as the key is returned.
4. If, after inspection, the clubhouse is left in good and clean condition the \$250.00 deposit will be returned. If the fire alarm is activated negligently, the deposit will NOT be returned.
5. Premises must be vacated by 11:00 pm. Noise must be held at a level that will NOT disturb nearby residents. If event must be stopped due to excess noise, no monies will be refunded, except key deposit.
6. All trash from the event must be taken out of the clubhouse. **Do not leave the trash at the clubhouse or in the pool area for disposal.**
7. Use of the clubhouse does NOT include use of the swimming pool, tennis courts or upstairs of the clubhouse. The use of a BBQ in or around the clubhouse is NOT permitted.
8. **Only unit owners in good standing** may rent the Clubhouse. Owner must be current on all monies owed and have no outstanding areas of non-compliance on their unit, grounds or improper parking.
9. Maximum occupancy is 60 persons.
10. **Submit paperwork with fees to Sea Breeze at 4227 Northlake Blvd. Palm Beach Gardens, FL 33410.**
11. Clubhouse Reservation must be submitted a minimum of **three (3) weeks** prior to rental date. You must come to the Sea Breeze Office and pick up the key prior to your event and pay the \$100.00 Cash Only deposit which will be refunded when the key is returned. Sea Breeze Office hours are: Monday thru Friday 9:00 am to 5:00 pm. Clubhouse will be checked the following week to check for condition to return your security deposit. The deposit will not be refunded until clubhouse has been checked. We encourage you to take photographs before and after the event to verify the condition.

### **PARKSIDE GREEN CLUBHOUSE RENTAL CLEAN -UP PROCEDURES**

Set air conditioning thermostat to 80 degrees. Check that all windows and doors are locked.

Floor cleaning instructions:

1. Vacuum the carpet/rugs.
2. Mop tile with water and vinegar using the mop located in the closet.

All trash is to be taken home. Do not leave any trash in the mailroom or the pool area trashcans.  
 Restrooms are to be cleaned. Before leaving, please remember to unlock the ladies room door to the pool and ensure the door leading to the clubhouse is properly locked.  
 Replace furniture to original position & remove all party food from the fridge.  
 Do not use confetti or sparkles of any kind for decorating.  
 Remove all tape used to secure decorations to the walls.  
 We advise that you take pictures of the clubhouse before & after the event to establish its condition.

**PARKSIDE GREEN HOMEOWNERS ASSOCIATION, INC. CLUBHOUSE RENTAL AGREEMENT RELEASE**

Hereby agrees to be responsible for the supervision of his/her guests during the use of the clubhouse and any part of the common area, including the clubhouse, should any damage occur. The homeowner accepts all liability and releases Parkside Green Homeowners Association, its Directors and Officers and Management Company from any and all liability relating to the event.

\_\_\_\_\_ (Printed Name of Owner)                      \_\_\_\_\_ (Signature of Owner)                      \_\_\_\_\_ (Date)

This section to be completed by Property Manager or Board Member who are authorized to sign to ensure no double bookings takes place.

*Authorized by Printed Name & Title:* \_\_\_\_\_

*Authorized by Signature:* \_\_\_\_\_ *Date:* \_\_\_\_\_

**OFFICE USE ONLY**

Current on dues: Yes \_\_\_\_\_ No \_\_\_\_\_ Number of people: \_\_\_\_\_

Any violations of the Community Rules? \_\_\_\_\_

\$250.00 Security Deposit **CASH ONLY**: \_\_\_\_\_ Paid By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Return of Security Deposit - Issued To: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Returned: \_\_\_\_\_

\$100.00 Rental Fee: Cash    Money Order    Cashier's Check    Check # \_\_\_\_\_

\$100.00 Clubhouse Key Deposit **CASH ONLY**: \_\_\_\_\_ Paid By: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Return of Clubhouse Key Deposit - Issued To: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Returned: \_\_\_\_\_

Date Clubhouse Key Returned to Sea Breeze: \_\_\_\_\_

Date Premises Checked & Anything Noted for Non-Return of the Security Deposit:

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