

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

CLUBHOUSE RENTAL APPLICATION FORM (updated 3- 2019)

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: _____
MUST BE A UNIT OWNER OR APPROVED TENANT

Name: _____ Phone Number: _____

Address: _____

Clubhouse deposit and rental fee: A non-refundable rental fee in the amount of **\$75.00 Check or Money Order Only** made payable to Cresthaven Condominium Townhomes Section 5, Inc. and a deposit of **\$100.00** 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:

Call 911 give facility location and location of fire, and any other information requested.

TERMS AND CONDITIONS FOR HALL USE:

1. EVENT SPONSOR 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 EVENT.
3. WHEN PLACING TABLES ON RACKS, STACK THEM EVENLY WITH THE TOP SIDE UP, SIDEWAYS.

Cresthaven COA, - Clubhouse Rental Application Form

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 OR TACKS ON ANY WALLS, WINDOW TRIM OR BLINDS.
6. 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 IN ROWS AS PRIOR TO EVENT
2. DUST MOP THE FLOOR. (DUST MOPS IN SMALL ROOM NEXT TO RESTROOMS)
3. WET MOP FLOORS 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)

IMPORTANT: ANY COMPLAINTS FROM RESIDENTS REGARDING NOISE OR UNRULY BEHAVIOR OR USING THE POOL AND/OR POOL DECK WILL RESULT IN IMMEDIATE TERMINATION OF THE EVENT REGARDLESS OF THE TIME BOOKED. YOU WILL NOT BE ENTITLED TO ANY MONIES BACK AND WILL FORFEIT YOUR DEPOSIT. YOU MAY BE BARRED FROM RENTING THE CLUBHOUSE FOR FUTURE EVENTS.

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 Cresthaven Condominium Townhomes Section 5, Inc.:

Approved: Yes: _____ No: _____

1st Board Member Signature & Printed Name: _____

2nd Board Member Signature & Printed Name: _____