

**SUNTERRA HOA, INC.**  
**CLUBHOUSE RESERVATION FORM**

C/O Sea Breeze CMS, Inc.  
4227 Northlake Blvd  
Palm Beach Gardens, FL 33410  
(561) 626-0917 Fax (561) 626-7143  
www.seabreezecms.com

Today's Date \_\_\_\_\_ Date of Reservation \_\_\_\_\_

Time of Event: From \_\_\_\_\_ AM/PM To \_\_\_\_\_ AM/PM

Number of Anticipated Attendees (including host / chaperones) \_\_\_\_\_

Resident's Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Fax \_\_\_\_\_

Please explain briefly, for what purpose you are going to be using the Clubhouse facilities.  
(i.e. Birthday party, Club, Game, Meeting, etc.<sup>1</sup>). If this reservation involves an organization, please list  
the full name of the organization and its primary purpose.

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

<sup>1</sup> We ask that you have adequate supervision for children or teen parties. One to two adults per 8 - 10 children.  
\*\*\*\*\* No Children in Exercise Facility or Pool without Adult Supervision \*\*\*\*\*

***Are food and/or drinks to be served at your function?*** \_\_\_\_\_  
\*\*\*\*\* No Alcoholic Beverages are to be Stored, Served, or Consumed at the Clubhouse, Patio, Pool or Surrounding Area. *Remove All Trash.* \*\*\*\*\*

**Use Caution – you are responsible: remove any décor, fixtures and accessory that may get damaged during your event.**

**Please attach Guest list to this form with the names of 2-3 people in charge. List their cell phones numbers also so that there will be a means of contacting you. You may use the reverse side of this form.**

**Fee: \$50.00 (please allow 1 hour for cleanup). Security Deposit: \$400.00**

I agree to all conditions of the Clubhouse Regulations and will abide by such. I agree to return the Clubhouse to a clean and tidy manner upon inspection.

I agree to compensate for any damage incurred by my event or participants of my event.

***Make your check payable to: Sunterra Homeowners Association.***

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please return clubhouse to condition in which it was found. Failure to do so will result in deduction of security deposit. Remove all Trash.**

(FOR OFFICE USE ONLY)

Request Received by \_\_\_\_\_ Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Reasons \_\_\_\_\_

Comments \_\_\_\_\_

## Sunterra Clubhouse Guidelines

- I. **Three (3) weeks' notice** is required to ensure that you have the date desired.
- II. Only **legal Homeowners and Residents** in good standing may reserve the clubhouse.
- III. Clubhouse may be reserved for **Community, Personal (non-business), or Business use**.
- IV. **Business use** is only permitted during the week (Monday through 4:00 p.m. Friday).
- V. **Clubhouse hours:** 7:00 a.m. - 11:00 p.m., seven (7) days a week.
- VI. Reservation includes **one hour of clean-up time**. Please be considerate and return the clubhouse to the state in which you found it. All trash **MUST** be removed.
- VII. We are aware of the **normal wear and tear** on a clubhouse and have noted any existing stains or damage, before your party. You will not be held responsible for these.
- VIII. **This reservation of the clubhouse is for your exclusive or private use.** When you reserve the clubhouse, **you are reserving the main hall and kitchen only.** Other residents and their guests are asked to honor this reservation by not intruding on your event, as much as possible.
- IX. **The pool cannot be reserved**, but may be used in conjunction with all other residents and their guests. **Similarly with the exercise room, the patio, and rest rooms.** All these areas are open to all residents and their guests all the time.
- X. Resident must complete reservation request form.
- XI. **NO Fog or smoke machines.** (they set off the fire alarm)

If the following are checked off, they apply to you:

**Single Usage:**

- Refundable Security Deposit:** \$400.00 to be sent within 14 days of reservation date.
- Non-Refundable Rental Fee:** \$50.00 includes 4 hours usage, plus a one hour clean-up.  
**Recurring Usage:** (minimum 4 periods within four consecutive months)
- Non-Refundable Rental Fee:** (\$25.00 x # of usages), includes 4 hours per usage, plus a one hour clean-up.

Payments are to be made with separate checks, payable to the **Sunterra Homeowner's Association**.  
(Please issue separate checks, as the rental fee is non-refundable).

Return your clubhouse reservation form, guest list and your check(s) to:

**Sunterra Homeowner's Association  
C/O Sea Breeze CMS, Inc.  
4227 Northlake Blvd  
Palm Beach Gardens, FL 33410  
(561) 626-0917 Fax (561) 626-7143  
www.seabreezecms.com**

Do not fax! A reservation is only secured when we receive payment. We will fax / mail you a confirmation.  
Please supply fax # if you have one.

**Before / After Activity Inspection Form  
Sunterra Community Clubhouse**

Activity Date: \_\_\_\_\_ Time: \_\_\_\_\_ Deposit: \$ \_\_\_\_\_

Activity Description: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Telephone No: \_\_\_\_\_

Instructions: previous to the renting of Sunterra's clubhouse for the activity described above, the contact person must visually inspect the facilities conditions before the activity and sign below the first column. After the activity has been carried over, one of the Board members will visually inspect for damages afterward. If any damage is reported, it will be subtracted from the deposit fee before the reimbursement.

<b>Clubhouse Area</b>	<b>Before Activity Condition</b>	<b>After Activity Condition</b>
Living Room: Sofas, Chairs, Center Table and Rug Area	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Dining Room: Table, Chairs, Fichus Tree, Wall Decorations	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Kitchen Area: Counter tops, Stools, Microwave, Dishwasher, Refrigerator, Faucet, Light Fixtures, Cabinets, Garbage Disposal.	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Doors: Locks, Crystal Door	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Bathroom: Indicate Women or Men's Room; Lavatory, Urinals, Toilet Seats, Tissue	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____

Fire Extinguishers	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Smoke Detectors	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Outside Perimeter	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Pool Area: Not included in the lease, but if it is to be used must be notified in advance.	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Cleanliness and Appropriate Disposal of Trash	Acceptable as is Requires Correction Specify: _____	Acceptable as is Requires Correction Specify: _____ Cost: \$ _____
Contact Person Signature: _____  Date: _____  Authorized Management Representative Signature: _____	Total charges Assessed during the after activity inspection:  \$ _____  Sea Breeze Representative Signature: _____	Verified by: _____  Date: _____  Authorized CMS Representative: _____
Column #1		

**Comments or Recommendations:**

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**SUNTERRA**  
**GUEST LIST**

Person in Charge \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_

Person in Charge \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_

Person in Charge \_\_\_\_\_ Cell \_\_\_\_\_ Phone \_\_\_\_\_

- |           |           |
|-----------|-----------|
| 1. _____  | 16. _____ |
| 2. _____  | 17. _____ |
| 3. _____  | 18. _____ |
| 4. _____  | 19. _____ |
| 5. _____  | 20. _____ |
| 6. _____  | 21. _____ |
| 7. _____  | 22. _____ |
| 8. _____  | 23. _____ |
| 9. _____  | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

SUNTERRA HOMEOWNERS ASSOCIATION  
RULES FOR THE CLUBHOUSE

1. Clubhouse Use:

- a. Clubhouse hours shall be as established by the Board from time to time.
- b. All persons fourteen (14) years of age and younger shall be accompanied by an Owner or supervising adult over the age of twenty-one (21).
- c. All belongings shall be removed from the Clubhouse when leaving. The Association and its Board shall not be responsible for belongings lost or stolen.
- d. No immoral, offensive or unlawful use shall be made of the Clubhouse. All laws and regulations of all applicable governmental entities shall be strictly observed.

2. Code of Conduct for the Clubhouse:

- a. No smoking in the Clubhouse or any rooms therein shall be allowed.
- b. Proper attire shall be worn in the Clubhouse.
- c. Bare feet, bare chests and swimsuits shall be prohibited throughout the Clubhouse, except in specifically designated areas.

3. Rules for Use of Exercise Room:

- a. All equipment shall be used at the risk of the person exercising.
- b. Unsupervised Children fourteen (14) years of age and younger shall not be permitted in the exercise room.
- c. Athletic shoes and shirts shall be worn at all times.
- d. As a courtesy, people exercising are requested to allow others to work in with them.
- e. A thirty (30) minute time limit shall apply on all cardio-vascular equipment when someone is waiting.
- f. Equipment shall be wiped down after usage. Accordingly, people exercising are requested to bring a towel to the exercise room for that purpose.

4. Renting of the Clubhouse:

- a. Renting of any area of the Clubhouse facility by Owners for their personal use, if permitted by the Board, shall be subject to availability and the payment of scheduled fees and deposits as may be determined by the Board. If a tenant wishes to rent the clubhouse, the Owner needs to rent the unit on the part of the tenant. The check for the rental must come from the owner. Checks must be cashier checks. No personal checks are permitted.
- b. All reservations of any area of the Clubhouse facility by Owners must first be approved by the Board, or its representatives on the Clubhouse Committee. If so approved, the Owner reserving such area(s) shall be required to execute the Association's form of rental agreement and to comply with all of the terms and conditions thereof.
- c. Any Owner or other authorized person reserving a portion of the Clubhouse facility shall have the care, custody and control of such portion of the Clubhouse facility during the period the facility is reserved and shall, therefore, be responsible for any and all costs for repairs and/or replacement to the Clubhouse facility, its furniture, equipment, accessories, appliances and the like which are damaged or destroyed for any reason while under their care, custody and control. In addition, any Owner or authorized person using a portion of the Clubhouse facility shall be responsible for the care and cleaning of the facility, including the kitchen. All furnishings and equipment shall be replaced to their previous locations, but in no event shall they be removed from the Clubhouse facility.
- d. Parties must be over by 11pm, including cleaning.
- e. Any and all garbage must be brought back to the Owner's Home.
- f. Parking: Parking must not be on the grass or blocking any part of the entry. Parking shall be on one side of the road, without blocking access to any driveway. Clubhouse renters are encouraged to have their guests park near their house and on their driveway.

- g. The gym is not to be used for the party. The gym is for Residents only.
- h. Free standing decorations are preferred. Wall hanging decorations must be held with painters tape only.
- i. Repetitive rentals need to pay in advance to reserve the desired dates.

Managers Comments: This is a beautiful new clubhouse. There will be no tolerance for misbehavior, vandalism or trespass. The sheriff's office will be called if necessary.