

## 9<sup>th</sup> FLOOR CLUB LOUNGE RESERVATION FORM

Date of Application: \_\_\_\_\_ Unit Number: \_\_\_\_\_

Unit Owner/Resident Name: \_\_\_\_\_

(Please Print)

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_ to \_\_\_\_\_ # of Guests: \_\_\_\_\_ \*

Type of Event:  Party  Meeting  Other: \_\_\_\_\_

**A refundable security deposit of \$1000 & a non-refundable club room fee of \$250 is required at the time the reservation is made. Maximum of 80 people allowed.**

The Club Room will be inspected by Management along with the resident making the reservation before and after the event, during normal business hours. In the event any damage exceeds the amount of the deposit, the Unit Owner/Resident will be fully responsible for all charges. The Club Room is required to be left in the same condition as prior to the event. All room cleaning (carpets, counters, etc.) is the responsibility of the Unit Owner/Resident who signed for the room reservation.

**>>> Note: A Guest List must be provided to the Management Office no later than 24 hours prior to the event <<<**

- ❖ **\*Extra valet** is required for group events where 6 or more people are planned to be in attendance. Arrangements can be arranged by contacting our valet vendor directly by email at: [Tim@eastcoastvalet.com](mailto:Tim@eastcoastvalet.com) or by phone at: 561.662.7495
- ❖ **\*Extra security** is required for group events where 25 people or more are planned to be in attendance. Arrangements can be made by contacting our Security vendor directly by email at: [m.perez@marksmansecurity.com](mailto:m.perez@marksmansecurity.com) or by phone at: 954.964.6704
  - Once the required valet and/or security arrangements are confirmed (recommended no later than 3 days prior to the event date) a confirmation email should be sent to [ivy.valle@FSResidential.com](mailto:ivy.valle@FSResidential.com)
  - Event reservations are on a first come first serve basis.
  - Reservations are not able to be confirmed until all required paperwork, fees and extra staffing (as necessary) is confirmed and on file with the Management Office.

**Residents reserving the Club Lounge for private events must be present (in attendance) during the entire event reservation time frame.**

**Association sponsored events have priority scheduling over any private event by a Unit Owner/ Resident  
NO RESERVATIONS/EXCLUSIVE USE ON HOLIDAYS.**

### MANAGEMENT/ADMINISTRATIVE USE ONLY

Date Deposit Received: \_\_\_\_\_ Check Number: \_\_\_\_\_ Date Deposit Returned: \_\_\_\_\_

\*Confirmation of extra staffing received (if required): Valet \_\_\_\_\_ Security \_\_\_\_\_

Damages Any): \_\_\_\_\_

I fully agree to all of the terms as set forth above: \_\_\_\_\_  
(Resident Signature)

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_