

CLUB LOUNGE RESERVATION FORM

Date of Application: _____

Unit Number: _____

Owner/Resident Name: _____

(Please Print)

Date of Reservation: _____

Time of Reservation: _____ to _____

Number of Guests: _____

**There is a \$500 refundable security deposit and a
\$250 non-refundable clean up fee at the time of reservation.**

- ❖ ***Extra valet is required for group events where 6 or more people are planned to be in attendance.**
- ❖ ***Extra security is required for group events where 25 people or more are planned to be in attendance.**

Please make arrangements for extra valet and security with the Management Office at least 3 days in advance of your event.

It is mandatory that all residents and guests abide by the rules and regulations of City Place South Tower

Reservation of the Club Lounge for a private event is restricted to Owners/Residents. Use for an event is by reservation only, made with the Association Management Office at least 48 hours in advance.

Owner/Resident is responsible for immediate cleanup of the Club Lounge after the event, which includes but is not limited to removal of all trash and return of all furniture to its place. The Club Lounge will be inspected by a staff member at the conclusion of the use. If the Association needs additional cleanup of the area after such use, all costs associated with cleanup will be borne by the Owner/Resident. In the event any damage or clean up fees exceeds the amount of the security deposit; the resident will be fully responsible for these charges.

**The Association has the right to deny any request. Association sponsored events will have priority over any private event.
NO RESERVATIONS CAN BE MADE FOR USE ON HOLIDAYS.**

Date Deposit Received: _____ Check Number: _____ Date Deposit Returned: _____

Damages (If Any): _____

I agree to the terms set forth above: _____

(Resident Signature)

Approved by: _____ Date: _____