

# The Royal Seafarer

## Condominium Association

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### REQUEST TO RESERVE THE CLUB ROOM

I \_\_\_\_\_ of \_\_\_\_\_ request to reserve the  
(Name) (Unit #)

Club Room for \_\_\_\_\_ on \_\_\_\_\_  
(Type of event, i.e., birthday, family gathering, etc.) (Date)

between the hours of \_\_\_\_\_ & \_\_\_\_\_.

- 1) I agree that I and my guests shall abide by the Club Room Rules as well as the House Rules posted in the Club Room and available on the website at <http://www.theroyalseafarer.org>.
- 2) I agree to hold the Royal Seafarer harmless against all suits, actions, claims, demands or damages that may arise from as a result of this event.
- 3) I will be held responsible for any damage to the Club Room as a result of this event, and will clean up after the event.
- 4) Enclosed is my security deposit of \$300.00. After the event, if the area meets the criteria on the clean-up check list, (see attached) the deposit will be returned to you. If any damage is found or cleaning is needed, your check will be deposited immediately. NOTE: The security deposit must be received by our office seven days prior to the event date.
- 5) Live or recorded music is allowed, but must end by 11:00 PM.
- 6) The Royal Seafarer assumes no responsibility for the event.
- 7) PLEASE DO NOT USE SCOTCH TAPE ON THE WALLPAPER!
- 8) I understand the maximum occupancy of the Club Room is 45 people. Occupancy by more than 45 people is dangerous and unlawful.

**CLUB ROOM CLEAN-UP CHECK LIST**

- a.) **Carpet must be as clean as it was prior to the event.**
  
- b.) **All countertops must be free of debris and wiped down.**
  
- c.) **Glass table tops should be completely clean.**
  
- d.) **All trash must be removed from room & disposed of properly.**
  
- e.) **Microwave and oven must be cleaned.**
  
- f.) **Office must be notified of any spills or damage to common elements.**
  
- g.) **Furniture returned to original placement**

Signed \_\_\_\_\_