

**San Matera the Gardens  
Condominium Association**  
11910 Kew Gardens Ave.  
Palm Beach Gardens, FL 33410  
(561)694-5965  
(561)694-5968

**RESIDENT LOUNGE ROOM Reservation Policy and Procedure Form - Initial each page, form must be issued to the San Matera COA office at above address with deposit and fee three weeks prior to reservation date.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Owner:        Yes        /        No                      Letter Attached:        Yes        /        No

Mailing Address: \_\_\_\_\_ Unit #: \_\_\_\_\_

Phone #: \_\_\_\_\_ Date Requested: \_\_\_\_\_

Time of Function: Begin \_\_\_\_\_ a.m. / p.m.

End \_\_\_\_\_ a.m. / p.m.

Type of Function: \_\_\_\_\_

Will the kitchen facility be used?        Yes        /        No

Will the event be catered?        Yes        /        No

Will there be entertainment at the function?        Yes        /        No

If yes, please describe the type of entertainment?

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

Number of guests expected: \_\_\_\_\_ (there is an occupancy limit)

Will there be alcohol served at the function?        Yes        /        No

**If yes, please remember that the resident is responsible to ensure that no person under the age of 21 is served alcohol while on premises and that persons under the age of 21 are present only with parental permission.**

**Please note that the reservation of the Resident Lounge Room DOES NOT include the pool, spa, business room, and gym or billiard room.**

**Please note that you cannot reserve the Resident Lounge Room without turning in a complete package, i.e., Paperwork, Deposit (personal check), Rental fee (money order or official check) and if you are a renter, you must have a letter from your landlord giving you authorization to rent out the room.**

**Rental Fee:** There is a \$100.00 fee to rent out the Resident Lounge Room. This fee must be submitted in the form of a money order or official check.

**Refundable Deposit:** This rental reservation form must be accompanied by a \$250.00 deposit in the form of an official check that will be refunded if the premises pass inspection following the function.

**INITIAL:** \_\_\_\_\_

I, the undersigned acknowledge, understand and agree that disturbing noise levels whether conversation or music will not be allowed, that decorations requiring attachment to walls will not be allowed, including thumb tacks, tape, staples, etc., and that the gathering must conclude at 11:00 p.m. I acknowledge, understand and agree that I, the undersigned am responsible for room cleanliness including the access areas and for disposing all garbage in appropriate refuse containers. There will be two large garbage containers provided for the clean-up of your function. I agree that the facility will be cleaned and brought back to the condition that I received it in immediately after the conclusion of the event.

I acknowledge, understand and agree that I will abide by the rules and regulations for the use of the room and access areas requested above, for all the above acknowledgements, understandings, and agreements and for all other rules governing condominium living at ***San Matera the Gardens***. I acknowledge, understand and agree that my failure to comply with the above acknowledgements, understandings and agreements and other related condominium rules and regulations will result in the forfeiture of my \$250.00 security deposit.

I acknowledges, understand and agree that if any damage occurs during this function, ***San Matera the Gardens*** will bill me and I will pay for repairs of such damage in excess of the two-hundred-and-fifty-dollar security deposit. And further agree that such excess damage may be invoices through my assessment account with all collection privileges currently in place for this account. I read, I acknowledge, I understand and I agree to all of the above.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

INITIAL: \_\_\_\_\_

## **RESIDENT LOUNGE ROOM POLICY AND RESERVATION PROCEDURE FORM**

### **San Matera Condominium Association Rental Agreement**

#### **A. Resident Lounge Room Policy**

1. The Resident Lounge Room may be reserved for private functions only by a HOMEOWNER OR WITH HOMEOWNER'S CONSENT, at least 21 years of age and in good standing with the Condominium Association (Up to date on all maintenance payments and special assessments).

Renters may rent out the Resident Lounge Room with a letter from the Owner and a copy of the owner's driver license approving the renter's request.

2. The maximum number of guests allowed is 30.
3. Illegal activities are not permitted.
4. This reservation is for the use of the Resident Lounge Room and kitchen facilities only. Guests at private functions are not permitted to use the pool, spa, business center, gym, or billiard room.
5. The resident agrees that, except as a result of the active negligence of the Condominium Association, the homeowner or approved resident will indemnify, hold harmless, and defend the Association from any claims, losses, expenses, or any cost whatsoever including, but not limited to, those resulting from bodily injury, including death, and/or damage to property of third parties. The homeowner, the Association, its owners, directors, officers, and employees, arising out of the function reserved herewith.
6. The resident is held responsible for the proper conduct of guests.
  - I. To comply with state law and county ordinances, NO ONE UNDER 21 WILL BE SERVED ALCOHOLIC BEVERAGES. Anyone serving liquor must obtain a host liquor insurance rider indemnifying the San Matera COA. A copy must be provided to the Management office.
  - II. When Liquor is served, residents are responsible for the actions of persons under the age of 21.
  - III. The clubhouse is a non-smoking facility.
7. If music is included in the party plans, it must be kept inside the Resident Lounge Room and maintained at a level so as not to create a nuisance to any homeowner. No music or loud noises after 11:00 p.m.
8. Complaints about parties will be resolved by the San Matera COA Board of Directors. Penalties may involve fines and/or restrictions of the use of the recreation facilities. Any complaints will require the resident, making the reservation, to use the Resident Lounge Room to appear before the Board of Directors and the loss of their \$250.00 deposit.
9. Residents are responsible for informing guests of all parking policies at San Matera and any subsequent towing and ticketing actions if policies are violated.
10. The Resident Lounge Room will be rented only once per day, consisting of Friday evening through Sunday evening.
11. Residents may reserve the Resident Lounge Room only twice per calendar year.

**INITIAL:** \_\_\_\_\_

## B. Rental Procedures

1. The Resident Lounge Room may be reserved by contacting the management company. The resident requesting the reservation shall complete this reservation form and return it to the management office at a minimum of 3 weeks prior to the reservation date. If a resident does not submit reservation application before the 3-week minimum, the reservation will not be approved. If you reserve the Resident Lounge Room with less than 3 weeks' notice fees must be given to the COA office in money orders or bank checks.
2. The reservation will be confirmed upon receipt of deposit check and rental fee in the form of a money order or official check three weeks prior to the function. Residents may reserve the clubhouse for private use with a \$250.00 refundable check and a \$100.00 rental fee in the form of a money order or official check to be used for cleaning, maintenance and/or replacing damaged property, if necessary, after use.
3. The \$250.00 deposit will be refunded ONLY AFTER:
  - I. The final walk-thru inspection has been performed.
  - II. Verification that no complaints were received and/or no damage noted.
  - III. Verification that no other amenities were used at the clubhouse by guest of the function.
  - IV. The \$250.00 deposit can be refunded within 2 weeks after the business week has started.

In the event that any of the above is disputed, the resident will be notified, in writing, of the amount to be assessed for repairs or fines.

4. A pre-function inspection walk-thru with a board member or management employee will be scheduled for the last day of the work week prior to the function. The resident shall contact the Management office to arrange the walk-thru. **FAILURE TO ARRANGE A PRE-FUNCTION INSPECTION MAY RESULT IN DENYING THE RESERVATION.** The resident is responsible for completing the inventory check list and returning it to Management.
5. The Resident Lounge Room will be cleaned and inspected prior to the function. After the function, the resident shall insure that the post walk-through inspection with an employee of the Management office is completed the next business day following the function.

By signing this form, I acknowledge and understand all rules and regulations listed above and agree to be solely responsible for all my actions and those of guests at the time of reserving the multi-purpose room.

Signature: \_\_\_\_\_

Print: \_\_\_\_\_

Date: \_\_\_\_\_

Management Initials: \_\_\_\_\_

Date: \_\_\_\_\_

**INITIAL:** \_\_\_\_\_