RIVER PALMS RIVERFRONT CONDOMINIUM ASSOCIATION, INC.
Clubhouse Reservation Request Form

c/o Watson Association Management | 1410 Palm Coast Parkway NW, Palm Coast, FL 32137 | (386) 246-9270

Please complete this form and return it with your $100.00 refundable security deposit (check payable to River Palms Riverfront Condominium Association, Inc.) to James Lurkins, LCAM, at jameslurkins@WatsonRealtyCorp.com or the address above. Please submit your request at least 14 days before your event. Reservations are first-come, first-served and are not confirmed until approved by the Board of Directors.

What the reservation includes: A Clubhouse reservation includes the clubhouse, kitchen and restrooms. The pool and gym are **not** included for private events.

RESIDENT INFORMATION

Resident Name:

Building (1805 / 1825): Unit #:

Phone: Alternate Phone:

Email:

EVENT INFORMATION

Date of Request: Event Date Requested:

Type of Event:

Event Start Time: End Time: Set-Up Arrival:

Number of Guests Expected (maximum 130):

Will food be served? Yes _____ No _____ Will the event be catered? Yes _____ No _____

Caterer name (if applicable):

Will alcohol be served? Yes _____ No _____ Will the A/C be used? Yes _____ No _____

KEY CLUBHOUSE RULES

- The resident must be an owner or resident in good standing (assessments, fines and compliance) and must be present for the entire event. Guests must be accompanied by the resident.
- All activities must end by 10:00 PM unless otherwise approved by the Board. Maximum occupancy is 130.
- The Clubhouse is a non-smoking and non-vaping facility. Alcohol is permitted only during an approved function.
- No pets. Children under 12 must be accompanied by a resident or an appointed adult. No loud music or excessive noise.
- No decorations on ceilings, windows or walls that may cause damage. No furniture, décor or supplies may be removed.
- The Clubhouse must be left clean, with all trash and decorations removed the same night. Turn off lights and A/C, close doors and secure windows.
- The fitness center remains open to residents during private events, with access to the restrooms. The gym door must stay closed during the event.
- Commercial or for-profit events require Board approval. Kitchen use is limited to approved reserved functions.

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SECURITY DEPOSIT

A $100.00 refundable security deposit is required with each reservation. There is no hourly charge for an approved reservation. Management will inspect the Clubhouse after the event. The deposit will be returned if the Clubhouse is left clean and undamaged and no rules were violated. All or part of the deposit will be forfeited for damage, improper cleaning or rule violations. The resident remains responsible for any damage caused by the resident or their guests that exceeds the deposit.

RESIDENT ACKNOWLEDGMENT AND AGREEMENT

By signing below, I acknowledge and agree that:

- I have read and will comply with the Clubhouse Rules and Regulations and will make sure my guests, vendors and caterers do the same.
- If alcohol is served, I accept full responsibility for its service and use, including the conduct of my guests, and will not serve alcohol to anyone under 21.
- I am responsible for any damage to the Clubhouse, its furnishings or the Common Elements caused by me, my guests or my vendors.
- I agree to indemnify and hold harmless River Palms Riverfront Condominium Association, Inc., its Board of Directors and its management company from any claims, losses or damages arising from my use of the Clubhouse, except those caused by the Association's own negligence.
- The Board of Directors may approve or deny any reservation at its sole discretion, and violations may result in loss of reservation privileges.

Resident Signature: _____ Date: _____

Printed Name: _____

FOR OFFICE USE ONLY

Request Received (date): _____ Received By: _____

Deposit Received – Check #: _____ Date: _____

Board Approval: Yes _____ No _____ Approved By: _____

Date Approved: _____ Added to Calendar (date): _____

Post-Event Inspection (date / by): _____

Deposit Returned / Forfeited (amount): _____ Date: _____

Notes: _____