

THE PLAZA 851 BRICKELL CONDOMINIUM
CLUB ROOM RESERVATION FORM
(ROOM CAPACITY 55 PERSONS)

Resident's Name: _____ Unit: _____

Type of event: _____

USE OF THE CLUB ROOM IS FOR RESIDENTS ONLY: I request approval to use the Club Room for a private function on Date _____ between the hours of _____ to _____. I expect approximately _____ guests and approximately _____ automobiles (maximum 35 vehicles) to be parked by Valet. A list of Invitees must be submitted to the Management Office no later than 48 hours before the function. * Only those individuals appearing on this list will be admitted into the building.

I will be present at the function and will make every effort to control my Guests so as to prevent any violation of Association Rules and Regulations, and damage to Association property. I understand (Per the Association's Governing Documents) that the Common Club Room shall not be used for commercial, fund-raising, or charitable events, meetings and/or purposes. Additionally, **NO COOKING or SMOKING IS PERMITTED.**

I further understand that every precaution will be taken so as not to disturb Residents living in proximity to the Club Room with excessive noise, volume from playing of musical instruments, or stereo sound systems.

All events **MUST STOP** no later than 10:00 PM Sunday — Thursday, and 1:00 AM Fridays and Saturdays.

I agree to remove any event items (catering utensils, party supplies, tables, chairs, etc.) from the Club Room no later than 9:00 a.m. on the following day after the function, return room to the original clean condition that it was found, as well as, agree to pay for any damages to the Association's property resulting from the function.

I agree to provide two (3) Personal Checks or Money Orders totaling \$1,300 payable to The Plaza 851 Brickell Condominium Association, Inc. Fees can be paid with VISA, MASTERCARD or DISCOVER cards.

THE FOLLOWING ITEMS MUST BE SUBMITTED AND PAID IN FULL IN ORDER FOR MANAGEMENT TO PLACE THE RESERVATION:

- \$150.00 Non-refundable Club Room Fee for the first four hours (\$30/ hour for every additional hour after that)
- \$1,000.00 Damage Deposit and \$150.00 Cleaning Deposit — Refundable in whole, or in part, after a management representative completes a post-event inspection of the Club Room and Association property.
- Completed form and guest list

NOTE: RESERVATIONS PERMITTED FOR RESIDENTS WITH THEIR GUESTS ONLY

To ensure a safe, secure, and service oriented environment, the following charges will apply:

- One additional valet for every fifteen (15) vehicles at \$16.00 per hour/min 4 hrs (Check payable to The Plaza on Brickell Master Assoc.)
- An additional Rover shall be paid at \$30/hour/min 4 hours for parties of 30 guests or more.

Finally, I agree to observe and abide by all of the above-cited regulations, as well as, indemnify and hold harmless The Plaza 851 Brickell Condominium Association, Inc., its Agents, Directors, and Employees from any and all damages caused by reckless or negligent behavior of my Guests, and hold the Association

SIGNATURE OF RESIDENT

APPROVED BY

DATE

DATE



Credit Card Authorization

I, _____, authorize use of my credit card. This is for the sole purpose of Plaza 851 Brickell Condominium Association. I have been advised by Plaza 851 Brickell Condominium Association of the use of my credit card.

Credit Card Number: _____

Name on Credit Card: _____

Expiration Date on Credit Card: _____

3 Digit Code (CVV): _____

Billing Address Associated with Card: _____

X _____

Signature

Be advised that Plaza 851 Brickell Condominium Association does not accept American Express.

Privacy Act Notice: This information is for the sole use of Plaza 851 Brickell Condominium Association. It will not be disclosed outside the agency except as required by law. Please be advised that for the protection of your confidential information this document will be disposed of after use.