

# HARBOR POINTE CONDO ASSOC.

## Clubhouse Use - Reservation Form

DATE OF EVENT/PARTY : \_\_\_\_\_

UNIT OWNER \_\_\_\_\_ OR UNIT TENANT:  
\_\_\_\_\_

Event time: From: \_\_\_\_\_ to \_\_\_\_\_ Bldg #/ Unit #: \_\_\_\_\_ / \_\_\_\_\_

Event/Occasion: \_\_\_\_\_ Party Size / # expected: \_\_\_\_\_

Deposit of \$250.00 paid to Harbor Pointe on \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.  
Please note that this needs to be in at least 2 WEEKS prior to booked event, paid by  
CHECK# \_\_\_\_\_ or \_\_\_\_\_ cash deposit left with the Association Office.

Security Deposit: to be cashed by Harbor Pointe upon receipt and held until post event inspection.  
NOTE: Event is not booked until deposit is received in Harbor Pointe Management Office and  
returned within 30 days of post-inspection. Deposit is waived for Harbor Pointe Condo Committee  
Events/Parties that are open to all the residents (owners/tenants).

THE OWNER/TENANT is entitled to use of the main room or card room, kitchen and west restrooms  
of the Clubhouse. No activities are to be held outside the building, specifically the pool/spa, the sauna  
and exercise room are not included in the reserved amenities. Please note: the Association does not  
reserve or restrict the rest of the Condo Unit Owners/Lessees from the use of the common areas  
such as the exercise room, pool and spa, and ball courts at any time, even during booked Clubhouse  
events.

**Please refer to the Resident Handbook for complete information on Clubhouse Use and Rules.**  
By signing this request, you are agreeing to abide by the Conditions of Use, and the Policy on  
Deposit Monies retained/returned by Harbor Pointe for a Clubhouse Reservation.

By providing the necessary deposit and your signature below, the Owner/Tenant recognizing the  
desire of Harbor Pointe to maintain the Clubhouse in excellent condition and expects the same of the  
requestor. **The paid deposit shall be returned to the Resident provided the clubhouse is  
properly cleaned, there is no damage caused to the clubhouse facility/grounds, and no  
clubhouse rules have been violated.**

**NOTE: EVENT CAPACITY is a maximum of 50 for any given event, and the parking is limited to  
15 spots in the SOUTH VISITOR PARKING LOT, south side of the pool area. Excess vehicles  
should park on the street in front of the condominium complex. PLEASE NOTE: a temporary  
PARTY GATE CODE will be given to the Event Sponsor to give out to their guest for access.**  
Residents should not give out their private codes.

\_\_\_\_\_/\_\_\_\_\_  
Date

Signature of Owner / Tenant

PHONE# \_\_\_\_\_

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**Office Use:**

NOTES: \_\_\_\_\_

Reservation: Approved / Declined: \_\_\_\_\_

Event put on calender: \_\_\_\_/online \_\_\_\_/OFC \_\_\_\_\_

Deposit:    Retained    (or)    Returned

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