

# HARBOR POINTE Clubhouse Use Reservation Form

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

UNIT OWNER \_\_\_\_\_ OR UNIT LESSEE: \_\_\_\_\_

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, 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 and returned within 30 days of approved post-inspection. NOTE: Event is not booked until deposit is received in Harbor Pointe Management Office. 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.**

\_\_\_\_\_  
Signature of Owner/Tenant DATE: \_\_\_\_\_

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

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Office Use: \_\_\_\_\_ NOTES: \_\_\_\_\_

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

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

Deposit: Retained or Returned \_\_\_\_\_