

**RETREAT AT SEABRANCH
MULTI-PURPOSE ROOM RESERVATION REQUEST FORM**

Name: _____
Address: _____
Telephone: Day: _____ Evening: _____

I wish to reserve The Retreat Homeowner's Association Clubhouse for the following day
Day of the Month: _____ Time: _____
Event: _____

Approximate Number of People Attending this Event: _____
(limited to 60 people)

By signing this Reservation Request Form, I understand that I will be responsible for making certain that the Multi-Purpose Room is left in the same condition by 9:00 a.m. of the following day.

I will make arrangements to get the key on the day of the event as well as to return the key on the day after the event.

I understand that there is to be no glass, drinks or food in the pool area. No open flames (candles, sterno, etc.) will be permitted. **HOT PLATES ONLY!** Barbeques will be allowed but away from the building.

I understand that there is a \$150.00 fee required which is NON-REFUNDABLE. The Person whose name appears at the top of this page is responsible for REMOVING ALL TRASH from the Clubhouse at the end of the function!

I understand that there is a \$500.00 damage and violations deposit which is REFUNDABLE. In the event the Multi-Purpose Room is damaged or not cleaned to the satisfaction of the Association prior to the above-designed time or more than the designated time is used, the \$500.00 deposit will be retained. If there are expenses in excess of the damage and violations deposit the undersigned Homeowner will be responsible.

Hours of use of the Multi-Purpose Room for personal reasons will be 8:00 a.m. to 10:00 p.m.

I have read this application and will abide by the regulations.

Signed: _____ Date: _____

\$500.00 REFUNDABLE Deposit Received: _____ Check Number: _____

\$150.00 NON-REFUNDABLE Fee Received: _____ Check Number: _____

APPROVED BY: _____ Date: _____

INSPECTED BY: _____

DATE DEPOSIT RETURNED: _____