

# Tequesta Garden Condominium Association, Inc.

---

"We're retired from working, but are working at having fun"

Date \_\_\_\_\_

I, \_\_\_\_\_ of (address) \_\_\_\_\_,  
hereby request the use of the Tequesta Garden Condominium Clubhouse for a private party on  
\_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_.

I have checked the posted schedule in the office and have found no conflicts.

I understand that I will be responsible for making sure that the Clubhouse is cleaned promptly after the event (by noon of the following day). This cleaning is to include the stove, oven and microwave, if these are used. I will also be responsible for turning off the heat or air conditioning as well as seeing the building is locked up properly after the event. I also understand that I will be responsible for any damages caused by me or my guests. I will make certain that my guests park in front of the Clubhouse, along Westwood Avenue, and that they avoid using the guest's spots at building "K." I understand that any food left in the refrigerator will be removed within 48 hours after the party. It is also my responsibility for setting up tables and chairs and for returning them to the proper places. Further, I understand that all events must be finished by 10 PM.

There is a rental \$25 fee. In addition, a refundable \$100 deposit is required and will be returned upon approval that no damage or cleaning fees are to be charged to the renter.

Read and understood.

\_\_\_\_\_ Signature

\_\_\_\_\_ Print Name

\_\_\_\_\_ Phone

## PROCEDURE FOR RESERVING THE CLUBHOUSE FOR PRIVATE PARTIES

Note: Clubhouse INTERIOR ONLY; the surrounding grounds and pool area cannot be reserved for private functions.

A "Private Party" is defined as any one resident who has reserved the Clubhouse with the TGA Office Secretary for a specific date and time, and this event is not a social event for all residents. The date must be listed on the Clubhouse calendar so that no other function will conflict with the date. Community social activities, such as monthly building sponsored events, holiday parties, and regularly scheduled functions, take precedence over private functions.

1. HOST OF THE PARTY: One TGA unit owner or renter will be considered the host and person in charge and must be present for the entire event. The host will check availability with the TGA Office who in turn will make the Board aware of scheduled events.
2. On the day of the event, post a note on both sets of sliding doors stating "PRIVATE PARTY" with host's name & contact phone number, date and time of event. Sample posting available in office.
3. SUPPLIES: All paper goods, table coverings, decorations, invitations, etc. are to be provided by the host.
4. KITCHEN EQUIPMENT: You, the host, are welcome to use any of the kitchen equipment. All equipment can be used and is to be washed, dried and returned to the original location.
5. TABLECLOTHS/DISH TOWELS: Tablecloths and dish towels may be used for private events if there is not a community event scheduled requiring their use. Tablecloths and dish towels must be cleaned, folded, wrinkle free, and returned prior to the next scheduled event.
6. DISHWASHER: The switch to use the dishwasher is above it on the wall. Be sure to empty the dishwasher when the cycle is complete, no later than the next day.
7. DISPOSAL: The disposal switch is located on the wall above the sink.
8. HOT WATER HEATER: The on/off switch is in the closet next to the kitchen. Be sure to turn it off before you leave.
9. CLEAN-UP: Remove all decorations. Bag and tie all garbage. Garbage bags are in the cupboard next to the stove/oven. Place tied garbage bags in the trash bin located outside and to the right of the kitchen door (as you are going out). Recyclables should be placed in the nearby dumpster (in the proper compartment). All boxes should be broken down. Leftover food should be refrigerated and removed no later than the next day.
10. A/C: You may adjust the A/C for your event. Return A/C to the original setting before leaving.
11. LEAVING: Turn off the lights and fans. Leave the facility in as good or better condition as you found it. The Clubhouse must be vacated by 10:00pm – that is when it is closed and locked for the night.
12. If you are using an outside vendor/caterer, you should require them to provide you with proof of insurance. All vendors should provide a certificate of insurance providing at least \$1,000,000 of liability and workers comp coverage and name the Association as an additional named insured.
13. COST: A check made out to the Tequesta Garden Condominium in the amount of \$25.00 is required as a non-refundable fee. In addition, a check made out to the Tequesta Garden Condominium in the amount of \$100.00 is required as a refundable deposit. If everything is in proper order after the function, then this \$100.00 will be refunded to the host.

**Thank you for your cooperation – The Board of Directors**





PRIVILEGE CARD

# PRIVATE PARTY

DATE: \_\_\_\_\_

TIME: \_\_\_\_\_

Host Name: \_\_\_\_\_

Host Phone Number: \_\_\_\_\_