

TEQUESTA GARDEN

PROCEDURES FOR
PRIVATE RENTAL OF CLUBHOUSE

Updated 9/15/24



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 must 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 \$50.00 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

WHAT'S IN THE KITCHEN AND PANTRY?

KITCHEN:

- Electric Stove with 1 oven
- Standard size refrigerator
- Microwave, Dishwasher, electric can opener.
- Hot Water heater is in the sound system closet, and it needs to be turned ON before the event and turned OFF after the event is over and cleanup is complete.
- Roaster Ovens are under the counter next to the kitchen sink.
- Warming pans w/ fuel and two electric warming trays (in the pantry)
- In the overhead cabinets next to the pantry: Corelle dishes, cups, saucers and luncheon plates for 100. If used for a function, all dishes are to be washed and returned to their proper places.
- In the bottom cabinets next to the pantry: serving bowls, etc., a punchbowl and miscellaneous small serving dishes. If used for a function, all dishes are to be washed and returned to their proper places.
- Tall White Cabinet next to the refrigerator:
Drawers for linens and silverware. These drawers are labeled, and linens (neatly folded) and silverware are to be washed after each function and replaced in the appropriate drawers.
- Under the sink: trash bags and dish detergent.
- There is a small ice maker in the kitchen at the BBQ area.

PANTRY:

- *Private parties: all food, coffee, paper goods, table coverings, decorations, invitations, etc. are to be supplied by the host.*
- Ice buckets, water bottles/carafes for the tables, plates, cups, plasticware, creamers and sugar bowls, measuring cups. There are also two warming trays in the pantry. Cords are in a plastic bin marked "cords". There are bins with serving utensils and knives. There is a cooler if needed in the pantry.
- Each shelf is labeled, and items are to be replaced in the appropriate spots after the function is completed. If this is a TGA social function, please let the Social Committee Chairman know when items need to be replaced.
- There is a large coffee urn in the pantry. It is on a serving cart and the directions for making coffee are taped to the side of the cart. This coffee maker should be setup and plugged in 1 hour prior to the function. There is a small coffee maker in the kitchen for smaller amounts of coffee.

After the event is over, the kitchen is to be cleaned, items put away, linens washed (if used) and garbage taken out to the shed behind the Clubhouse, making sure the latch is secure on the garbage shed. All leftover food is to be removed from the refrigerator and kitchen by the following day of your function. Condiments may be left in the refrigerator. The kitchen is for the use of all residents and needs to be taken care of by everyone.

MAIN HALL OF THE CLUBHOUSE

- There are chairs for 100 people. Fire code capacity for the Clubhouse is 108 people.
- There are 4 small round tables, 1 – 6' table, 4 – 8' long tables, 16 large round tables, 2 poker tables and 10 card tables.
- The Emergency Doors must be accessible at all times; no tables, etc. are to be placed in front of them.
- The thermostat is on the wall by the storage closet near the Men's Bathroom. You may adjust the temperature according to the weather for your group. Once the function is over, please return the thermostat to the temperature set prior to your function.
- The sound system is in the closet in the hallway to the left of the kitchen (where the hot water tank is). The system has 3 wireless microphones, a receiver, a multiple CD player (up to 5 CD's), a cassette player, radio and 8 speakers.
- The ceiling fans operate by 2 switches. The kitchen end fan switch is found hidden in the left side bookcase, close to the hallway, at eye level. The pool table fans operate from a switch to the left of the west side sliding door.