

WOODBINE MASTER ASSOCIATION
Clubhouse Reservation Form
3000 Casa Rio Court
Palm Beach Gardens, FL 33418
Telephone (561) 840-9225

Date: _____ Resident: _____ Pin Code _____
Address: _____ Phone: _____
(Print)

There will be a \$150.00 charge for use of the clubhouse for ½ day (5hrs) and a \$200.00 charge for use of the clubhouse for the entire day (8hrs). There will be a \$100.00 security deposit that is fully refundable. A \$50 disinfected fee will be charged. If the requested date is not available or becomes unavailable, you will receive a full refund. After complete satisfactory inspection of the facilities, the Master Association will refund the \$100.00 security deposit if the clubhouse is cleaned and there is no damage. Please make 3 checks one for the security deposit and the other for the rental fee and one for the disinfecting fee. My signature below acknowledges that I have read and understood the above statement.

1. YOU MUST BRING TRASHBAGS AND TAKE THE TRASH WITH YOU.
2. All residents are allowed entry and use of the facilities during your event. i.e. gym, restrooms, pool and hot tub.
3. You are only reserving the use of the kitchen and sitting area ONLY. Please do not bring your event to the pool area. The pool area cannot be rented or reserved.
4. The guest list must be provided to the Clubhouse at least 72 hours prior to the event. Maximum 40 people.
5. You have 45 mins for setup and 45 mins for clean-up.
6. You must call security 561-840-0904 to have the clubhouse inspected in order to get your deposit refunded.

I, _____ do hereby acknowledge that any damages or cost of repair for damages to any content within the clubhouse or to the clubhouse itself will be at my expense. I acknowledge and fully understand I am responsible for my guests and their actions. I will incur all fees, fines and repairs. I understand that my hundred-dollar (\$100.00) deposit fee will apply to cleaning, if I fail to do so and any damages that may happen, this fee will apply toward the total sum of the repair bills. I and my guests will respect the property. **MUST FOLLOW CDC GUIDELINES FOR COVID-19.**

Date of Reservation*: _____ From: _____ To: _____ Number of guests: _____

* Date of Reservation must be a minimum of Two (2) weeks in advance from today's date.

What type of party: _____

WOODBINE MASTER ASSOCIATION CLUBHOUSE RULES:

1. RESTRICTED TO 40 PERSONS. GUEST MUST PARK IN GUEST PARKING. NO PARKING IN FRONT OF CLUBHOUSE OR ON THE STREET.
2. ALL MUSIC, AMPLIFIERS, SPEAKERS, KEYBOARDS AND MICROPHONES MUST BE INSIDE THE CLUBHOUSE.
3. THE SLIDING DOORS MUST REMAIN SHUT AT ALL TIMES.
4. THE CLUBHOUSE IS CHECKED BEFORE AND AFTER YOUR EVENT. YOU MUST HAVE THE KITCHEN, LOBBY AND BATHROOMS CLEANED WHEN YOUR EVENT IS OVER. THE GARBAGE MUST BE BAGGED AND TAKEN WITH YOU AND THE LINERS REPLACED. IF THE CONDITIONS ARE NOT MET YOU WILL FORFEIT YOUR DEPOSIT.
5. OUT OF RESPECT TO THE SURROUNDING HOMES, WE ASK THAT YOU PLEASE KEEP NOISE TO A MINIMUM.
6. ALL INSIDE FURNITURE MUST REMAIN INSIDE. ALL OUTSIDE FURNITURE MUST REMAIN OUTSIDE.
7. WOODBINE MASTER ASSOCIATION IS NOT RESPONSIBLE FOR ANY THEFT OF PERSONAL PROPERTY. PERSONAL PROPERTY SHOULD REMAIN IN YOUR POSSESSION PRIOR TO, DURING AND AFTER YOUR EVENT.
8. THE CLUBHOUSE CLOSSES AT 10PM. ALL EVENTS MUST BE COMPLETED & CLEANED UP BY 10PM.
9. **NO PARTIES ALLOWED IN POOL AREA.**

SIGNATURE _____ DATE: _____
GUARD SIGNATURE: _____ DATE: _____

Woodbine Reservation Form for Clubhouse Rental:

Date: _____ Address: _____

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