

CLUBHOUSE RESERVATION APPLICATION for PRIVATE EVENTS

Reservation Date requested: _____ Time requested: From _____ to _____
Purpose: _____
Name of Requester: _____ Condo Unit # _____
Check number _____ for \$100 made out to Gondola Park Master Association

I _____ have read all the rules described on this Form, and agree to abide in full.
Owner / Resident Signature

Application and Check for \$100 received by Argus (date)

REVIEW AND APPROVAL BY THE BOARD OF DIRECTORS

Date: _____ Application Approved: _____ Application Denied: _____
Signature: _____ Title: _____

FOLLOW-UP CONFIRMATIONS OF APPROVAL BY ARGUS

If the Application is Approved, the requester (s) and the Calendar Keeper were notified (date)
If the Application is Denied, the requester (s) were notified and the check mailed (date)

FOLLOW-UP CONFIRMATIONS OF REIMBURSEMENT BY ARGUS

If the Application is Denied, the requester (s) were notified and the check mailed (date)

After the event, and confirmation of cleanup by the Clubhouse Committee, the reimbursement check was mailed (date)

FAQs – CLUBHOUSE RESERVATIONS FOR PRIVATE EVENTS

- Using this Form, reservation requests must be made in advance through Argus Management of Venice (941-408-7413). The Application Form must be completed and signed, and submitted to Argus with a \$100 check made out to "Gondola Park Master Association".
- Argus will immediately submit all such requests to the Board for approval to ensure that there is no objection to the request, such as prior misuse of the Clubhouse. The Board will make a decision to either approve or deny the request as soon as feasible.
- Requests for a major holiday received more than 3 months ahead of the requested date will not be acted on until the 3 month mark in order to allow all other owners/residents an opportunity to reserve the facility for that date. In the event that more than one party requests a reservation for the same date, the Board will attempt (if possible) to accommodate both requests, but if this is not feasible one request will be accepted and the other(s) denied based on a lottery.
- The Board decision to Accept or Deny a request will be communicated to requester(s) by Argus as soon as feasible after such a decision is made by the Board. Approvals are communicated to the Calendar Keeper so that the event is listed on the Calendar.
- Any planned Association function, including Board or Committee meetings, takes precedence over any private resident request.

CLUBHOUSE USE DURING PRIVATE EVENTS

1. Once a request is confirmed, the owner/resident will have exclusive use of the Clubhouse (but not exclusive use of the Pool) during the approved rental period. The Clubhouse hours of use are from 10am until 11pm.
2. The owner/resident who requested the Clubhouse must be in attendance at all times while guests are present. The owner/resident is responsible for the actions of their guests. Any complaints resulting from excessive noise, irresponsible behavior or unsupervised children will result in denial of future requests of this nature.
3. Should damage occur, the reserving resident agrees to make good any damage to the facility or furnishings, and to replace any items removed from the Clubhouse while in their care.
4. The owner/resident must not move fixed Clubhouse property from walls or kitchen. If one chooses to add decorations to the walls or windows, all such decorations must be removed before they leave.
5. The owner/resident must supply their own paper goods (plates, cups & plastic ware), as well as their food & beverages. Do not use supplies that belong to the Clubhouse.
6. The Clubhouse General Rules apply. (see Attached) including the Clubhouse Post-Event Checklist which must be performed in full.
7. Assuming all these responsibilities are met, and that there is no need for the Association to perform any cleaning, the owner/resident will be reimbursed the \$100 deposit. Otherwise, whatever portion of the deposit is needed to return the Clubhouse to its prior state will be retained by the Association.
8. The deposit does not relate to necessary repairs arising from damages to the Clubhouse, or the replacement of any Association property that is missing after a private event. Such costs will be recovered in full by the Association.

Clubhouse General Rules

1. Use of the Clubhouse is limited to owners, their guests, and registered renters only.
2. The Clubhouse is used primarily for parties and other social events, for card and board games, floor exercises, Internet, and reading. No business activity, corporate or otherwise, is permitted in the Clubhouse.
3. The Clubhouse may be reserved for Private functions. Specific procedures and rules must be followed if using the Clubhouse in this way.
4. Hours of use of the Clubhouse are 10am until 11pm, with the exception of Association sponsored events. The seating capacity in the Clubhouse is limited to 63 people by Fire Department regulation.
5. No Pets or are allowed inside the Clubhouse. However, Pets are allowed under leash on the Deck.
6. Absolutely no Smoking allowed in the Clubhouse.
7. No wet bathing suits allowed in the Clubhouse; cover ups and footwear are required.
8. All Clubhouse furniture and decorations, if moved temporarily, must be returned to it's normal locations after use.

Clubhouse Post-Event Checklist

On the completion of any function, whether a community event or a private function, the following checklist must be completed in full:

- a) All food and trash to be removed from the building.
- b) The carpet must be vacuumed, and the kitchen floor swept and clean.
- c) All furniture, including Deck furniture, must be placed back where it was found. Umbrellas must be tied down.
- d) The Air Conditioner thermostat must be set back to 81 degrees, fans & lights must be turned off, and windows and doors must be locked.
- e) In general, the Clubhouse must be returned to it's prior state.