

**PINE RIDGE NORTH VILLAGE IV CONDOMINIUM ASSOCIATION, INC.**

**800 SKY PINE WAY, GREENACRES, FL. 33415**

**OFFICE PHONE # 561.439.4705 FAX # 561.721.3394**

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***Request for use of clubhouse for private events for 20 people or more.***

Name: \_\_\_\_\_ Unit # \_\_\_\_\_

Phone No. \_\_\_\_\_

Date of Event: \_\_\_\_\_ Type of Event: \_\_\_\_\_

Event Time: \_\_\_\_\_ Number of People: \_\_\_\_\_

**NOTE: IN ACCORDANCE WITH THE BY-LAWS OF PINE RIDGE NORTH VILLAGE IV CONDOMINIUM ASSOCIATION, INC., SECTION 11.3 (P) THE ASSOCIATION'S CLUBHOUSE MAY NOT BE RENTED FOR ANY COMMERCIAL OR BUSINESS ACTIVITY.**

The following is a list of things that must be followed when preparing for, during and after the event.

1. No decorations may be hung from the ceiling or attached to the walls.
2. If any tables are set up differently from the way the user found them, they must be placed back in their original places.
3. The kitchen may be used to prepare food. ***Dishes and utensils are not provided by the Association.***
4. Eating food and drinking beverages are only permitted inside the clubhouse.
5. There will be a \$50 use fee due at signing.
6. There will be a \$100 security deposit due at signing. \*2 separate checks please.
7. All areas of the Clubhouse, including the kitchen, must be cleaned up and all trash placed in the dumpsters, and not left outside of the building. If the Association has to clean up, the \$100 deposit will not be returned. Any damage done will require replacement costs.
8. Absolutely no smoking is permitted in the Clubhouse.
9. The key to the kitchen must be returned the day after the event.
10. Attendance at the event cannot exceed 100 guests.
11. All music or entertainment must be stopped no later than 11:00pm.
12. An additional donation for the use of the Clubhouse made to the Pine Ridge North Village IV Social Club is appreciated, however not required.
13. A set up form is available if wish to map out the table use. Please turn the form in several days prior to the event.
14. ***Please note that Rental of the Clubhouse DOES NOT include the pool and enclosed patio area.***

Agreed: \_\_\_\_\_ Date: \_\_\_\_\_

Signature

***For Office Use Only: Checks received: Yes \_\_\_\_\_ No \_\_\_\_\_ Check Returned Yes \_\_\_\_\_ No \_\_\_\_\_***

***If 'No', reason for not returning \_\_\_\_\_***