

RULES GOVERNING USE OF CLUBHOUSE FOR PRIVATE  
PARTIES/MEETINGS/EVENTS

1. Residents may reserve the clubhouse for private parties and meetings. All reservations must be made through the community office. (Billiard room, libraries, swimming pool and outside amenities may not be reserved for any private event.)
2. Residents using the clubhouse for a private party or meeting must sign a release form with Management before the event and have **PROOF OF LIABILITY INSURANCE**. A homeowner can request from their homeowners' insurance company an insurance rider to cover the clubhouse event for that day.
3. Resident(s) sponsoring the event will be responsible for the conduct of their guests and are required to remain in attendance until their guests leave.
4. Guests at a private party or meeting are not entitled to use the pool tables, swimming pool, shuffleboards, or any other facilities except restrooms,
5. The resident(s) sponsoring the event will be responsible for **ANY** damage to facilities, breakage, or disruption of peace and quiet of Heron Cay.
6. A \$100.00 refundable deposit is required. The deposit will be refunded in full if the clubhouse is cleaned properly and no damage has been done to the facility. The clubhouse must be put back the way it was prior to the event.
7. A resident **MUST** be the sponsor of the event, in order to reserve the clubhouse.
8. All private events must vacate the clubhouse premises by 11:00 p.m. with **NO EXCEPTIONS**. If premises are not cleaned and vacated by 11:00 p.m. the sponsor will jeopardize their right to sponsor a private function in the future.
9. The use of the kitchen is included in the reservation. (Must bring own supplies)
10. If alcohol is to be served at a private event, the resident sponsor is not to serve alcohol to a minor nor sell alcohol to any attendees. All alcohol should be on a BYOB basis. The resident is also responsible for any damage, injury or death as a result of having alcohol available at the private event.
11. The facility will be returned to its to its original condition following the event. Floors in the kitchen and main room area must be mopped if necessary. The carpet will also need to be vacuumed. Mops, vacuums and cleaning products will not be provided.
12. Televisions, organs, pianos and grills are not to be **USED** or **MOVED**.
13. No reservation or use of Clubhouse for Organizational Club Meeting/Parties of outside Organizations even if resident is a member of will be permitted.

I/We hereby agree to the above rules governing use of the clubhouse for private parties/meeting/events.

Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

(Sponsor of event)