

**BRINY BREEZES INC.**

**PRIVATE PARTY AGREEMENT FOR CORPORATE FACILITIES**

Dear Stockholder:

It is understood that the person reserving any indoor or outdoor Corporate facility must be responsible for the observance of all Rules, Regulations and Guidelines pertaining to the facility and the Community at large, especially regarding parking, noise and smoking. In accordance with Rule A. 4, d) Stockholders who invite groups comprised of mainly non-Briny residents to a function in any indoor or outdoor Corporate facility must request permission at least 30 days in advance so that the request can be reviewed at a regular meeting of the Board of Directors for a decision. Reservations must include a deposit: \$200 for the Ocean Clubhouse; Deposits are returned promptly if everything is left in order as per the facilities guidelines.

Be sure you get a copy for the facility you are reserving. The Stockholder reserving the facility is responsible for the reserved facility being left clean with everything returned to its original and proper place prior to leaving the said premises.

I hereby acknowledge my responsibility for the above:

\_\_\_\_\_  
Print Stockholder Name & Unit Number

\_\_\_\_\_  
Stockholder's Signature

Number expected for event \_\_\_\_\_

Number of guests under age 18 \_\_\_\_\_

Number of Stockholders \_\_\_\_\_

Parking will be needed? Yes \_\_\_\_\_ No \_\_\_\_\_ (If yes, how do you anticipate meeting this need?)

\_\_\_\_\_  
Date & Time of Event \_\_\_\_\_ (allow for set up and dismantle time)

Contact Person \_\_\_\_\_

Phone# \_\_\_\_\_

Facility: Ocean Clubhouse    West Clubroom    Community Center (please circle one)

Type of Activity \_\_\_\_\_

(please describe dinner, dance, meeting, social hour etc.)

Event listed in Bugle? Yes \_\_\_\_\_ No \_\_\_\_\_

\*\*Special Instructions (tables, chairs, equipment, etc.\*\* (Provide work order week of event) \*\*

# OCEAN CLUBHOUSE CLEAN-UP CHECKLIST

Ocean Clubhouse Hours: 6:00 am to Midnight

(Check list must be complete & satisfied before deposit is refunded)

1. **Tables** - clean and wipe all tables
2. **Floors** – sweep floor and spot-mop where needed
3. **Counter** – clean and wipe all counters
4. **Refrigerator** – clean out after every event
5. **Trash & Rubbish** – Be sure there is no trash at the bottom of the trash can before placing plastic bag in trash can. After event please place all trash cans behind the side to the right of the ramp, on the grass (ocean/east side of clubhouse).
6. **Room set-up** – return tables and chairs to the original set-up
7. **Doors** – lock all doors, Do Not Use Dead Bolt Lock on Doors. Except on door leading to the restrooms and the two storage room doors
8. **Air-Conditioner** – set both thermostat to 80-degrees (both thermostats are located on the east wall by French doors)
9. **Contact person** – before leaving write the name and phone number of the person in charge of the event plus the date and time of event. Please leave information on the counter
10. **Lights** - turn off all lights
11. **Doors** – secure all doors, be sure doors are properly closed before leaving

## REMEMBER THE GOLDEN RULE

Before you leave the Ocean Clubhouse after your party, please re-check the entire clubroom and kitchen to reassure yourself that it is as clean and neat as you would want to find it before your party.

**Thank you for being a Good Neighbor**