

Whitley Bay Condominium Association

RECREATION ROOM REGULATIONS

The WB Recreation Room and Facilities are for the *exclusive* use of Whitley Bay Owners and/or Residents; therefore, there is NO intent to rent or lease the premises to outsiders for parties as a service or source of revenue.

Any Owner or Resident who wishes to use the Facilities must read and agree to abide by the rules and regulations that follow:

1. Reservations must be made by checking and marking the calendar which is posted in the kitchen. In the event the Association has no plans for using the facilities, your reservation will be made and accepted after you have read this form, agree to abide by the forthcoming conditions, and fax the form to the RDI office @ 321-799-0630.
2. You must estimate the number of attendees and pay according to the following schedule:
Damage Deposit: (refundable when premises are inspected and cleanup is accepted)
Up to 25 people = \$100; 26-50 people + \$200; 51 people = \$300.
Administrative Fee (non-refundable)
Up to 25 people + \$25; 26-50 people = \$50; 51+ people = \$75.

Two separate checks should be made payable to "Whitley Bay Condominium Association.

3. You as the Owner/Resident assume full responsibility for the premises while they are in your care, custody and control and therefore you MUST be PRESENT during the entire time the facilities are being used by your group. In the event there is damage done by you or your guests that is values above the applicable damage deposit, you agree to be personally liable for the full repair/replacement of damage to such item(s). **Please Initial** _____.
4. You must make arrangements for your guests to park off premises from Whitley Bay so as not to interfere with WB residents' parking. After hours suggestions might be to use Marine Square parking lot, Sun Trust Bank parking lots, and/or other city parking spaces.
5. You may NOT compromise WB's security by leaving the front doors ajar for guests. You are required to have greeters at the entryway door while guests arrive and have other greeters available to escort your guests up the elevator to the Recreation Center. You must also advise your guests that they are NOT free to roam to other parts of the WB premises.
6. You should schedule and reserve time before and after your event for any decorating or readiness preparations you need to make, and for cleanup after your event. If you use the kitchen facilities, appliances, or outdoor grill, all such areas and affected appliances or grill must be left in clean condition in order to receive a refund of your damage deposit. All trash should be collected in garbage bags and taken downstairs to the dumpster room. Do NOT put large garbage bags in the trash chute.
7. Take all food items that you brought with you. Do NOT leave any food items in the kitchen.

8. Please do not disturb WB residents through excessive noise generated by radio, live bands, CD's or any other sound equipment. Curfew hours are as follows: Sunday through Thursday: 10:00pm; Friday and Saturday: 12:00pm (midnight). **Please initial** _____.
9. There is a **NO SMOKING** policy inside the building, elevators, lobby or hallways. Any smoking that is allowed should be outside on the decks, and you must provide ashtrays and assume cleanup of any cigarette butts. **Please initial** _____.
10. In the event you choose to allow alcohol to be served in any form to your guests, you agree to hold Whitley Bay Condominium Association totally harmless for any damage that might be deemed assessable under any type of "liquor liability." **Please Initial** _____.
11. Please ensure that all lights are turned off after use and that the doors to the Recreation Center are locked and secured.

I HAVE REVIEWED AND I UNDERSTAND THE ABOVE REGULATIONS, AND I AGREE TO ABIDE BY THE REGULATIONS. I HAVE INITIALED WHERE REQUESTED, SIGNIFYING AGREEMENT.

WB OWNER/RESIDENT SIGNATURE: _____

DATE PREMISES RESERVED: _____ **HOURS REQUESTED:** _____

PURPOSE FOR USE: _____

AREA(S) RESERVED: _____

ESTIMATED NUMBER OF GUESTS: _____ **DEPOSIT RECEIVED:** \$ _____ \$ _____

RESERVATION MADE & SIGNATURE WITNESSED BY: _____

DATE AND TIME PREMISES INSPECTED FOR CLEANUP: _____

PREMISES INSPECTED BY: _____

RESULT OF INSPECTION:

PREMISES CLEAN: _____

ITEMS DAMAGED OR LEFT UNCLEAN: _____

OK TO RETURN DEPOSIT: _____ **DEPOSIT NOT REFUNDABLE:** _____

DAMAGE DEPOSIT APPLIED TO CLEANING AREAS NOTED ABOVE OR REPLACING DAMAGED ITEMS:

\$ _____.

AMOUNT DUE IN ADDITION TO DAMAGE DEPOSIT: \$ _____.

DEPOSIT RETURNED: _____ **by:** _____