

Galerie Clubhouse Reservation Request Form

The use of the Clubhouse, kitchen, decks, restrooms, and grounds are available to resident owners or resident leases for recreational and non-commercial use. The reserver may not charge for the use of the facilities, the sale of food, beverages, or any other commercial items. Reserving these facilities **excludes** the use of the pool, Jacuzzi, and saunas and **does not preclude** the use of these facilities by residents during the reserved period. The reserver will be held solely responsible for violations of posted rules which may result in loss of deposit.

The resident reserving the use of these facilities will be held responsible for all damages to the property resulting from their use during the period reserved.

Inflatable bounce houses requires a liability insurance policy covering the Galerie HOA in the amount of \$1,000,000.

The reserver will be held responsible for turning off all lights, equipment, and fireplace and locking all doors, windows, and gates. Failure to do so will result in the forfeiture of the deposit. **The patio overhead awning must be closed if it becomes windy.**

The front gate cannot be blocked open and must remain closed and locked at all times. A 'Greeter' should be posted at the gate or guests directed to enter the rear entrance through the main clubhouse room.

Initial here: _____.

The interiors of the Clubhouse and Kitchen are NON-SMOKING Areas.

Clean-up of all facilities and removal of event equipment must be completed by 12:00 PM (noon) of the following day. Bring all your own cleaning supplies. The floor shall be damp mopped, all furniture wiped, and kitchen and grill equipment cleaned. Please bring your own trash bags and remove all trash.

Not removing the trash or thoroughly cleaning up will forfeit your deposit. Initial here: _____.

The reserver shall attend all times during guest attendance. Initial here _____.

Total number of guests expected: _____. Must not exceed 35 guest due to the Occupancy rating of the clubhouse.

Hours for event use: Sunday through Thursday - 8:00 am – 10:00 pm
Friday and Saturday - 8:00 am – 11:00 pm

NOTE: The use of the pool and spa is not allowed after 10 PM Monday through Friday.

Depending upon other reservations, access may be available several days in advance for event preparation.

Noise levels: Acceptable levels of music and noise are subjective due to type, time of day, and weather conditions. The governing factor will be the surrounding residents' complaints to the security agency, management company, and/or any member of the Board of Directors. Upon the first and second complaint(s), requests will be made to lower the audio levels. If a third complaint is made, the event will be closed immediately.

I have inspected the facilities with the Clubhouse Manager and confirmed the cleanliness, presence, and functionality of all equipment and fixtures. Initial here _____.

There is a non-refundable use fee of \$75.00 per reservation (excluding Association events and no food/beverage business meetings with less than 10 attendees). A deposit of \$250.00 is required to confirm the reservation. This is fully refundable provided all terms and conditions of this reservation are complied with. **Two checks, one for the reservation fee and one for the deposit** must be presented to the clubhouse manager before the clubhouse keys are released, which will be deposited. **Please note your Galerie property address on the memo of the check.**

The property management company will return the deposit based on the findings of the clubhouse manager after the event, rule violations, and any reports filed during the event.

I have read and understand the preceding stipulations and agree to each and all collectively. I state that I am responsible for the conduct, safety, and personal property of all guests and visitors, both invited and uninvited, and I indemnify and hold harmless the Galerie Homeowners Association, Board of Directors, their employees, and sub-contractors.

Print resident's name _____ Sign name _____

Address _____ Telephone number _____

Date of event _____ FOB#s _____