

Upper Recreation Hall Reservation Sheet – Private Event

(Reservations can be accepted up to 60 days in advance. Weddings 6-12 months)

(Maximum Occupancy: 160 URH, Attendees cannot use the Pool)

NOTE: MUST BE OWNER OF RECORD OR REGISTERED TENANT/RENTER; UNIT OWNER/RENTER MUST BE IN ATTENDANCE AT ALL TIMES DURING PRIVATE EVENT.

1. Completed application – submitted to office a maximum of 60 days in advance. Weddings 6-12 months
Special requirements or circumstances will be considered by Management.
2. \$200.00 deposit via check. The office cannot accept cash. The check will be deposited as confirmation of the contracted date(s). A refund check will be issued up inspection of the URH based on the following:
 - a. Cleaning of floors, kitchen, tables, etc.)
 - b. Set-up & break-down (H.O. office can arrange at your cost)
 - c. TV should not be moved. “R” rated movies or lower allowed. (TV instructions from General Manager)
 - d. Trash removal (Bag & dispose into garbage cans located at oceanside of Upper Rec Hall)
 - e. Chairs & tables to be returned to same location as prior to event
 - f. No use of Holiday Out paper or food products
 - g. No tape to be used on windows, doors, walls, etc.
 - h. All decorations must be removed same day/night of the event
 - i. A donation to the Holiday Out Recreation Committee is suggested
 - j. All lights and fans turned off
3. Copy of “single event liability insurance policy” submitted prior to final reservation

Policy Specifics:

- a. Owner/renter to apply directly at following website: www.phly.com or by calling 800-873-4552.
Insurance can also be obtained at www.eventhelper.com.
 - b. “Holiday Out at St. Lucie A Condominium” must be named as the “insured party” or “additional insured” and include the Recreation Hall address 10820 S. Ocean Dr. Jensen Beach, FL 34957
 - c. Policy number, effective dates, coverages, and proof of payment
4. I, _____, as ___ Owner or ___ Tenant do hereby release and forever discharge and hold harmless Holiday Out at St. Lucie, A Condominium, (Holiday Out) and its assigns and successors from any and all liability, injury at the event hall or coming and going to the event hall, claims, demands, legal action, made by myself, my family, any of my guests and any relatives, representatives, guests of my guests, heirs, assigns, next of kin or legal representative, or other persons or entities that may hereafter arise with respect to bodily injury, event injury of any kind at the event hall or coming and going to the event hall, personal injury, illness, death, or property damage which may arise from the rental for the event at the Recreational Hall whether caused wholly or in part by anyone’s or anything’s negligence, fault or misconduct,

including by myself, my family, any of my guests and any relatives, representatives, guests of my guests, heirs, assigns, next of kin or legal representative, or other persons or entities including Holiday Out. I acknowledge and understand that I knowingly assume all risks of injury, harm or loss that may arise from the rental for the event at the Recreational Hall.

I have read and agree with the above terms & conditions regarding my rental of the Recreation Hall:

_____ Unit # _____ Phone # _____

Email: _____

STATE OF _____

COUNTY OF _____

Sworn to or affirmed and signed before me on by _____.

Date: _____

NOTARY PUBLIC or DEPUTY CLERK

[Print, type, or stamp commissioned name of notary]

___ Personally known

___ Produced identification

Type of identification produced _____

Owner/Renter: _____ Lot # _____

I request use of the Upper Recreation Hall on: _____ / _____ / _____

(Day of Week)

(Date)

Event start time: _____ Event end time: _____

Decorating time: _____ to _____

Gate opening: _____ to _____

Time/Date to lower thermostat: _____ (programmed by General Manager)

Description of event (be specific): _____

Approximate # of Attendees: _____

Ovens needed? _____ Yes _____ No

Will a product be sold at this event? _____ Yes _____ No

If yes, what are the products? _____

Will there be a speaker or presentation? _____ Yes _____ No

If yes, what is the topic? _____

Will there be a charge to attend this event? _____ Yes _____ No

Office Use Only

Calendar date available and confirmed by: _____ (Staff Personnel) Date: ____/____/____

Approved by: _____ Date: ____/____/____

Deposit Check #: _____ (Must be from owner/renter only)

Received by: _____

Deposit Return Date: ____/____/____ Check # _____

Returned to: _____

Returned by: _____

Notes on condition of Hall:
