



HARBOUR ISLE AT HUTCHINSON ISLAND EAST  
CONDOMINIUM ASSOCIATION INC  
6A HARBOUR ISLE DRIVE EAST  
FORT PIERCE, FL 34949  
OFFICE: 772-595-3660 FAX: 772-595-8809

## CLUBHOUSE RENTAL APPLICATION

**\*\*Please check information for accuracy\*\***

Desired Use of Clubhouse (please check one):

- Birthday Party
- Anniversary Celebration
- Shower
- Wedding

**NOTE: Rental of the clubhouse for parties and showers is for 5 hours total including setup and breakdown.  
Weddings have the clubhouse for the entire day 5 am to 11 pm.**

Reservation Date: \_\_\_\_\_ Time Requested: \_\_\_\_\_

Rental Fee (circle one): \$150 OR \$500 (Weddings) Plus Cleaning Fee: \$75.00 Pd. Ck. #: \_\_\_\_\_

Security Deposit Fee: \$500 (Refundable after inspection confirming no damage)

Pd. Ck. #: \_\_\_\_\_ Returned: \_\_\_\_\_

Resident's Name: \_\_\_\_\_ Building #: \_\_\_\_\_ Unit #: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_

Approximate # of Attendees: \_\_\_\_\_

Copy of Home Owner's Liability Insurance Provided: \_\_\_\_\_

Signature of Reserving Authorized Individual: \_\_\_\_\_

Management Verified Account Status: \_\_\_\_\_ Date: \_\_\_\_\_ Approved By:

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

## Harbour Isle East Condominium Association Inc.

### Facility Rental

Harbour Isle East Condominium Association Inc. Common property facilities, and equipment owned or operated by the Association are intended primarily for recreational use by the bona fide residents of Harbour Isle East on a non-exclusive basis. Use of these properties, facilities, and equipment use may be approved only as stated herein, or as specifically authorized in writing by the Management Company, on a case-by-case basis. Owners or Members leasing their homes are not eligible to rent the facilities.

The applicant must be in attendance at the event and will be held liable and responsible for any damages.

No property, furniture or common equipment of any kind shall be removed from the premises or taken out of the rooms where they are located.

The multi-purpose room may be used for organized community events and private parties; however, there will be no commercial functions or non-resident rentals.

### AVAILABILITY CRITERIA

Reservations will be made through the Association's community manager and will be made on a firstcome, first-serve basis. Reservations are available to Harbour Isle East owners and tenants only, who are current in their maintenance fees or rent payments and must be made not less than 7 days in advance. Residents must complete an application and pay a security deposit and rental fee. The reservation will be placed on the calendar only after receipt of the completed application, use fee, and deposit are received. The member making the reservation must be present during the entire event.

The Clubhouse may NOT be available for private parties on the following days:

New Year's Eve	New Year's Day
Easter	Independence Day
Labor Day	Memorial Day
Halloween	Thanksgiving Day
Christmas Eve	Christmas Day

All private rentals (Birthdays, Anniversaries, Showers, and Weddings) must provide Proof of Liability insurance at the time of reservation. (NOTE: ALL BUSINESS, COMMERCIAL, RELIGIOUS AND OTHER SIMILAR ACTIVITIES ARE STRICTLY PROHIBITED AT ALL TIMES).

## Weddings:

Weddings and receptions may only be scheduled for Harbour Isle East Owners or immediate family member. Wedding reservations are for a full day rental (5 am – 11 pm). The fee for all weddings and or receptions is \$500 with a \$500 refundable deposit. The deposit fee will be returned to applicant within 10-15 business days of passing inspection. Any costs for repair, cleaning and trash removal necessary after inspection will be deducted from deposit prior to disbursement of funds.

## RENTAL FEES

Birthdays, Anniversaries, and Showers – \$150.00 for 5 hours including setup and breakdown.

Weddings/Receptions - \$500.00 for the entire day 5 am – 11 pm including setup and breakdown.

### Cleaning Fee:

There is a \$75.00 non-refundable cleaning fee on all rentals.

### Damage Deposit:

A \$500 (refundable) deposit is required at the time of application. This fee will be returned to the applicant within 10-15 days of passing inspection of the premises. Any costs for repair, cleaning and trash removal necessary after inspection will be deducted from deposit prior to disbursement of funds.

## CATERERS, DISC JOCKEY'S, ETC:

The Association must be provided with a copy of the vendor's license and insurance prior to the event.

## RESPONSIBILITY

Any resident who leases the Clubhouse is responsible for setting up and arranging the room for his/her function, which includes setting up tables and chairs and returning such property, facilities or equipment in the same condition as when rented. It is the resident's responsibility to call the guardhouse to make arrangements for the Clubhouse to be unlocked prior to the scheduled event and call the guardhouse to lock the Clubhouse after the event. It is the resident's responsibility to ensure that the Clubhouse is cleaned including the removal of garbage, after use. All cleaning supplies must be provided by the applicant. If problems with the facility are found prior to the event, it is the resident's responsibility to notify security of the problem and, if possible, document the problem for Management's review.

## DECORATIONS

No decorations of any kind will be affixed to the walls, columns or ceiling with tape, nails or staples ECT.

## GUEST LISTS

Any resident who leases the Clubhouse must supply the guardhouse with a list of guests expected to attend and contact number where they can be reached for additional verification if needed. If the applicant cannot be

reached, any guest who is not on the list will be turned away. It is recommended and suggested the applicant prepare special "EVENT" passes to be distributed from Security. The guest's cars will be clearly marked and all guests must be listed on the applicant's guest list.

### RESTRICTED ACTIVITIES

Use of the pool and/or use of any exterior areas are not included with any rental agreement. Live animal demonstrations are not permitted. No outside activities are allowed including tents, displays, games, blow up activities, etc.

### CANCELLATION

Cancellation of an application may be initiated by the applicant, the Board of Directors, or the Association's manager. The Management office must be notified of any cancellation no less than 48 hours prior to the event in order to have the use fee reimbursed.

### LIABILITY

No high-risk activities, as determined by the Association or its manager, will be allowed to be conducted in the Clubhouse or on any common property or facilities. The liability for any personal injury and/or property damage resulting from improper or unauthorized use of the clubhouse, or any property, facilities, or equipment by any resident or his/her guests is the responsibility of the renting party. The owner applicant is responsible for all tenants and guests complying with these Rules and Regulations.

The member(s) understand, acknowledge and agree that they may not restrict, interfere or obstruct any other known member from the use of the facility at any time. The member(s) also acknowledge that they are fully responsible for the maintenance of the facility during the term marked above. I agree and fully indemnify and hold harmless the COA, its Board of Directors and all other members from acts, suits, negligence, damage, or personal injury which are the result of action by themselves or their guests, whether intentional or unintentional. I have read and fully understand my responsibilities and agree to same.

Signature: \_\_\_\_\_

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