

## Ocean Summit Terrace Lounge Rental Rules:

**Any function involving outside guests in attendance, becomes a rental situation.  
At all times during rental, pool and beach access are prohibited**

- Maximum 65 Person Capacity
- Event to end by 11:00 p.m.
- Resident requesting rental, must be in attendance during the entire event
- Monies and signed forms must be submitted to office 7 days before event.
- The reservation will not be confirmed until all paperwork, checks and guest list have been supplied to the office.
- Anyone not on the guest list will not be admitted
- If more than 30 guests are invited, an additional guard will be supplied by Ocean Summit, at the renters cost of \$20/hr. 5 hour minimum.
- Rental \$50.00 for the room only.
- Rental \$ 125.00 for both room and kitchen.
- Deposit \$200.00 for cleaning/damage (refundable after inspection).
- Separate checks made out to the Ocean Summit.
- Renter brings all supplies for the event.
- Table or free-standing decorations only. NO nails or tape on walls.
- Renter read all instructions for operating appliances .... Only dishwasher tabs to be used.
- Renter to supply all cleaning products required for the kitchen.
- Please leave the stove and oven as clean as you found it.
- Remove all your food left in the fridge.
- Clean all counters and sinks.
- Floors to be broom swept.
- All garbage to be collected and left inside the main door of Lounge.
- Please turn off all lights and stereo.
- Make sure all doors (including bathrooms) are locked.
- Do not open cabinets, use or remove anything that is not yours.
- Door to Terrace lounge must be closed at all times.
- No Food or Drink permitted in ice machine
- Terrace Lounge rentals until 7:00pm is limited to the room only, no upper deck usage
- Terrace Lounge rentals after 7:00pm, may use the upper deck if available.

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

Unit # \_\_\_\_\_

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

## Ocean Summit Terrace Lounge Rental Form

<b>Date and time of event</b>	
<b>Number of Guests</b>	
<b>Guest List Supplied</b>	
<b>Grill usage requested</b>	<b>Reserve at guard station</b>
<b>Additional Guard required for 30 or more guest @ \$20 /Hour minimum 5 hours</b>	<b>Check#</b> <b>Guard Scheduled:</b>
<b>Terrace Lounge Rental \$50</b>	<b>Check #</b>
<b>Terrace Lounge &amp; Kitchen Rental \$125</b>	<b>Check#</b>
<b>Terrace Lounge Deposit \$200</b>	<b>Check#</b>