PALM GLADES
COMMUNITY DEVELOPMENT DISTRICT

CLUB SILVER PALMS

CLUB SCHEDULE OF
HOURS OF OPERATION
DUES, FEES AND CHARGES
AREAS & FEES FOR RENTAL
RENTAL POLICIES, PROCEDURES AND REGULATIONS
(the "Club Schedule")

HOURS OF OPERATION

CLUB FACILITY	HOURS
CLUB HOUSE	**Monday - Friday: 8:00 am to 8:00 pm*** **Saturday - Sunday 8:00 am to 8:00 pm***
FITNESS CENTER	**Monday - Friday: 4:00 am to 12:00 am *** **Saturday - Sunday: 8:00 am to 8:00 pm***
POOL	**Monday - Friday: 8:00 am to Sunset*** **Saturday - Sunday 8:00 am to Sunset***
	***Hours subject to change by District Manager**

CLUB DUES, FEES AND CHARGES

CATEGORY	AMOUNT
ANNUAL MEMBER CLUB DUES – Residents (1)	***$951.60**
ANNUAL MEMBER CLUB DUES – Non-Residents	***$1,380.00**
GUEST PASS FEE	**$10.00**
PERSONAL TRAINER FEE	**$10.00**
LEASE APPLICATION PROCESSING FEE	**$50.00**
MEMBERSHIP CARD REPLACEMENT FEE	**$10.00**
ADDITIONAL MEMBERSHIP CARDS (per Section 1.7 of Club Rules)	**$40.00**

* Annual Member club Dues are calculated on a fiscal year basis based on the District's fiscal year, which runs from October 1st through September 30th of the following year. The revised Amounts are effective October 1, 2024.

(1) Residents' Club Dues are levied by the District within the residents' property taxes. Accordingly, the Tax Collector fees and early payment discounts may vary the Residents' annual Club Dues from the amount set forth above. For purposes of Membership and Annual Dues, there shall be only one Member per Home.

CLUB SILVER PALMS

Facility Rental Fees and Deposits Required for Rental

Event Space	Hours & Availability	Max Capacity	Pricing
Grand Room	Monday – Sunday 8:00 am – 1:59 am	74 People	$895 Pricing Includes: $500 Deposit (Refundable) $320 Non-Refundable Fee $75 Cleaning Fee
South Terrace	Monday – Sunday 8:00 am – 1:59 am	30 People	$350 Pricing Includes: $200 Deposit (Refundable) $100 Non-Refundable Fee $50 Cleaning Fee
Combined Grand Room & South Terrace	Monday – Sunday 8:00 am – 1:59 am	74 People	$1,195 Pricing Includes: $700 Deposit (Refundable) $370 Non-Refundable Fee $125 Cleaning Fee
Gazebo/ BBQ Area	Monday – Sunday 8:00 am – Sunset	30 People	$350 Pricing Includes: $200 Deposit (Refundable) $100 Non-Refundable Fee $50 Cleaning Fee
Combined South Terrace & Gazebo/ BBQ Area	Monday – Sunday 8:00 am – Sunset	60 People	$775 Pricing Includes: $500 Deposit (Refundable) $150 Non-Refundable Fee $125 Cleaning Fee

Pricing is based on 4 hours for event time.

- Renter has access 1 hour prior to event start time for setup. All clean-up must be finished by the end of the rental time period, up to Sunset or 1:59 am, depending on the event space.
- Additional hours can be added to event at a rate of $30 per hour. Payments and final changes to rental arrangements must be made no later than 72 hours prior to the event.
- For events where alcohol will be consumed, a security guard must be present. A guard fee of $45 per hour will be added to the rental fee.
- Event space can be reserved no more than 180 days in advance.
- All rental fees and deposits must be in the form of Cashier's Check or Money Order (No Personal Checks).
- All Rental fees and deposits must be paid at time of event booking.
- Booking event space does not offer guest access to any other amenities at the Clubhouse. Guests who are attending your event are not allowed to use the pool, playground, fitness center, basketball court, etc.

IF ALCOHOL IS TO BE CONSUMED, A GUARD MUST BE PRESENT AT ALL TIMES AND A GUARD FEE OF $45.00 PER HOUR IS CHARGED FOR ALL HOURS GUARD IS PRESENT. FOR EVENTS THAT LAST BEYOND 8:00 PM, A GUARD MUST BE PRESENT FROM 8:00 PM UNTIL THE EVENT ENDS AND A GUARD FEE OF $45.00 PER HOUR IS CHARGED FOR ALL HOURS GUARD IS PRESENT. AS DETERMINED BY CLUB MANAGER, IF EVENT REQUIRES CLUB FACILITY MONITOR AND POLICE/TRAFFIC CONTROL MONITOR, RENTER WILL PAY ADDITIONAL $45.00 PER SERVICE PER HOUR. DISTRICT SHALL HAVE THE DISCRETION TO REQUIRE RENTER TO HIRE AN OFF-DUTY LAW ENFORCEMENT OFFICER, FOR WHICH THERE MAY BE A MINIMUM NUMBER OF HOURS CHARGED TO RENTER.

DEPOSIT REQUIREMENT: A deposit is required in advance for all rentals of the Club Facilities. The deposit shall be paid by the Renter in the form of check or money order along with copy of the renter's driver's license. In the event that the renter does not cancel the reservation within a certain period of time prior to the event, the Club will retain a portion of the deposit (or the full amount of the deposit, under certain circumstances) as liquidated damages, in accordance with paragraph C. under the "GENERAL RULES" below. If the Club Facility after the event and the inspection by the Club Manager (or its representative attendant) is in good order (e.g., there is no damage to walls, area, or equipment, the Club Facility is clean (including the removal and proper disposal of all party balloons, strings, trash, etc.), and the Club Facility is restored to the condition existing prior to the function), then the full amount of the Deposit shall be refunded. If any damage is found, or if janitorial services or staff time are required to clean or restore the Club Facility, then the Club Manager will apply the deposit to pay all costs of repairs and the expense of janitorial services and staff time in full, with any remaining deposit refunded (provided that if the deposit is not sufficient to pay such costs and expenses in full, renter shall remain liable to pay the District the balance of such costs and expenses).

FITNESS CENTER, POOLS, PLAYGROUND, AND BASKETBALL COURT-
May NOT be rented for private functions.

ADDITIONAL REGULATIONS:

1. **Limited Time to Rent:** Reservations can be made no more than one hundred eighty (180) days in advance.
2. **Fees include:** Fees are just for the area being rented, they do not include chairs, tables, or set-up fees.
3. **Inspections:** Inspections are performed within 24-Hours after the end of your event. It is not required to call District and ask for status of inspection.
4. **Deposits:** If a deposit is made by check or money order, the Club Manager may cash such check or money order before the event or hold such check or money order pending the event. If the Club Manager holds the deposit check or money order, and no costs and expenses are chargeable against the deposit, then the check or money order will be voided and will be returned to the renter via by

mail. If Club Manager holds the deposit check or money order and costs and expenses are chargeable against the deposit, the Club Manager may cash the deposit and refund any amount due renter by the District check via mail.

5. **Janitorial:** Renter is responsible for full clean up of area rented, this includes the removal and proper disposal of all decorations, balloons and trash, and the cleaning of floors, kitchen area, District barbeque grills, etc. If the Club Manager determines that additional janitorial services are required beyond that which is covered by the Cleaning Fee in order to put the Club Facility back to the same condition prior to the event, the costs of such additional janitorial services (with a minimum fee of $95.00) will be charged to the renter.
6. **Time Slots:** Rental of any area must fit within one of the time frames ("Rental Times") provided by the Club. Only one (1) event will be reserved per day.

RULES OF USE FOR THE CLUB
CLUBHOUSE AREAS RENTALS

I. **GENERAL RULES.**

A. The Club Silver Palms Facility rental areas are available to the Members and Annual Members upon application and acceptance by the Club Manager. For official meetings and official functions of the Palm Glades Community Association, Inc., and its Board of Directors and Committees, there is no charge for use of a Club Area.

B. A Club Area may be reserved only by an applicant in good standing (the "Renter"). Reservations must be requested at least fourteen (14) days prior to event, but no more than one hundred eighty (180) days in advance through the Club Manager. Reservation requests shall be accepted on a first-come, first-served basis. Requests shall be noted and filed by the Club Manager and marked on a calendar maintained by the Club Manager. Reservation requests and applications are not accepted unless accompanied by payment of all required fees and deposits and receipt of a fully executed application form.

C. Written notice of cancellation must be received prior to the event date and time. Cancellations prior to the event date and time will result in the forfeiture of a portion or all of the deposit, according to the following schedule:

Less than 90 calendar days prior to event	Forfeiture of 25% of Deposit
Less than 60 calendar days prior to event	Forfeiture of 50% of Deposit
Less than 30 calendar days prior to event	Forfeiture of 75% of Deposit
Less than 15 calendar days prior to event	Forfeiture of 100% of Deposit

D. Club Areas may not be used for any profit-making activities. No advertising will be permitted and no charge or admittance fee will be allowed nor is it to be charged by the applicant for the event.

E. The Renter agrees to be personally in attendance during the reserved hours. Only the approved Renter reserving the Club Area may gain access to the Club Area, no more than one (1) hour before the event. Approved Renters may gain access to the Club Area by using their swipe cards. Any change in plans, caterer, deliveries or number of guests must be communicated to and cleared with the Club Manager prior to the date of the event. Renter agrees to pay all key, swipe-key system and lock replacement costs resulting from misuse, loss or damage to the swipe-key system, lock, or doors.

F. Renter agrees to assume full financial responsibility for any loss or damage to the Club Area, the furniture, furnishings and equipment, and adjacent premises, including the parking lot, as a result of the Club Area use and for the proper conduct of guests or other persons employed or otherwise engaged by Renter while they are on the Club premises, whether inside or outside of the building or Club Area. Such damage amounts shall not be limited to the amount of the any security deposit received.

G. Prior to the use of the Club Area by the Renter, the Club Manager shall inspect the Area with a prepared checklist. The same checklist will be used to re-inspect the Area after the event. If the Club Area is in its original condition and there are no other charges or rules' violations, the security deposit shall be refunded. If the Club Area is not in its original condition or there are other charges, damages or loss sustained, those costs and charges will be deducted from the security deposit. If there are covenants or rules' violations, the security deposit will be withheld until after a rules' violation hearing has been held and a decision rendered as to whether charges will be assessed. Any difference over the original deposit will be charged to the Renter and shall be payable on demand.

H. Furniture and furnishings may be removed from the Club Area and, at the conclusion of the event, all furniture and furnishings must be returned to the same position and in their original condition as prior to the event.

I. All events shall be confined to the Club Area reserved. However, use of nearby restroom facilities is permitted. Renters must advise their guests of Club Rules and Regulations, the guest parking areas available, and that spaces are on a first-come, first-served basis. All guests must go directly to the Club Area where the event is being held. No loitering or disturbing noises in the common areas shall be permitted. In no instance may parties or gatherings extend to halls or any other Club Areas within or outside of the building. These other common area facilities adjacent to the Club Area may be used by other Club users while a Renter's function is in progress in the Club Area.

J. The number of persons in attendance in the Club Area is limited by the posted number, according to the Miami-Dade County, State and other applicable Fire Codes.

K. Parties or events for minors under the age of eighteen (18) years are required to be continuously chaperoned by the Renter hosting the event. Two (2) adult chaperones are required for every ten (10) minors in attendance. Renter and chaperone(s) must be present throughout the entire event.

L. Smoking is prohibited in the Club Areas, restrooms, or the Clubhouse. Use and/or availability of alcoholic beverages will be in accordance with the Florida State and County Alcoholic Beverage Control laws (no monies allowed to be exchanged, no alcohol for persons under twenty-one (21), etc.).

M. Use of the Club Areas and all facilities by Renter and all guests must be at all times in compliance with Federal, State and local laws, statutes and ordinances as well as all Club Rules, including these Rules. Renters shall not permit the use of the Club Areas or other Club property for any unlawful purpose, nor will any act be performed or permitted which will unreasonably interfere with the rights, comforts, or convenience of other Club users. Renter will maintain volume of music and noise at a level sufficiently reduced so as not to disturb other Club users. Playing of loud amplified music is not permitted, except that DJs will be permitted to play music without any explicit lyrics at clubhouse rental events in the space rented, whether inside or outside. Speakers must be placed on tables or elevated stands away from walls to reduce transmission of sound and/or vibrations to adjacent parts of the building. Foam rubber pads or other similar acoustical materials must be placed beneath each speaker. The Club Area's doors and windows must remain closed during any event or function.

N. Renter agrees that any decorations or the decorating or the Club Area must be done in a manner so as not to cause any damage to any area of the Clubhouse. Decorations must not be attached to or hung from any sprinklers, ceilings, lights or wallpaper and must be fire resistant. The use of tape, nails, tacks, staples and any substance or item which may cause permanent damage are not permitted to be used to attach decoration or other items to the walls, doors, door trim, windows, furniture or any other surfaces in the Club Area. Machines or devices that produce, emit, or release smoke are not permitted at clubhouse rental events, regardless of whether such events are held inside or outside. Confetti and any devices producing, launching, or otherwise releasing confetti are not permitted outside at clubhouse rental events.

O. Renter agrees to remove and properly dispose of all personal property immediately after the event, such as dishes, foods, bottles, trash, decorations, etc., and to leave the Club Area and adjacent premises in good conditions similar to that of the original condition of the Club Area and adjacent premises prior to the function. Nothing should be left in the refrigerator and the garbage disposal must be empty. The Club Area must be cleaned and restored to its pre-event condition by the Applicant by the end of the rental period. Arrangements must be made with the Club Manager concerning delivery and removal of any rented tables, chairs, or catering items if unable to be picked up by the rental company immediately following the function or if after 11:00 P.M. must be removed by 10:00 A.M. the following day. Deliveries and removal of food, tables, musical equipment, or caterers providing service, will be permitted during certain hours from 9 A.M. through 8 P.M. on weekdays. Renter must be present to deal and meet with the rental or service companies for delivery or pick up.

P. The Club Owner and Club Manager and its agents will not be responsible for the loss or damage of any personal effects, dishes, equipment, decorations or food. Any personal

property or items left unattended after the event will be considered abandoned and will be removed for disposal.

Q. All music and noise making activities must stop by the prescribed hour. The Club Area must be returned to their original condition, vacated of people, lights out (except for one which should be left on), window shades placed in the up position, the room secured and the door locked by the prescribed closing hours. Adjacent restrooms should be left in the same condition as they were in prior to the event with lights out.

R. The Club Owner and Club Manager each reserve the right, at any time prior to or during the function to immediately revoke the approval granted herein and immediately suspend the right of use of the Club Area by the Renter and his or her guests and require Renter and guests to vacate the premises during the function if it is determined that there were misrepresentations set forth in the rent agreement or if there is any violation of the Association's declaration or rules or damage to property or violation of any Federal, State or local laws, statutes or ordinances. Such revocation, suspension and vacation of the premises will also result in no refund of the use fee. Such determination to revoke, suspend and vacate the premises shall be within the sole discretion of the Club Owner or Club Manager. If the Renter fails to abate noise, excessively loud music or any other disturbing activities when requested to do so, the Club Owner and Club Manager are each authorized and directed to immediately revoke the approval, suspend the right of use and vacate the Club Area and/or to call the local police. A partial refund is in the Club Manager's discretion if use is suspended for reasons other than rules' violations or damages. The full security deposit and use fee may be refunded if the Club Area use is suspended, in the absence of rules' violations or damages, prior to the start of the function or if the application is not approved, except as otherwise provided herein.

S. The Club Manager and Club Owner shall have free access to the Club Area and adjacent facilities at all times.

T. All trash and garbage should be properly bagged and sealed and deposited in the outside trash dumpster. Spilled liquids or food must be cleaned from the floors, counters, walls, furniture or other surfaces. If the Club Manager determines that additional janitorial services are required beyond that which is covered by the Cleaning Fee in order to put the Club Facility back to the same condition prior to the event, the costs of such additional janitorial services (with a minimum fee of $95.00) will be charged to the renter.

U. No candles or other open flame items are permitted. Food warming trays may be used only under the strict supervision of a caterer or attendant and must be removed from the premises at the conclusion of the event.

V. Violation of any provision of the Club Rules and Regulations, including this Club Schedule, constitute grounds for Club Manager to prohibit a Renter from using the Club Area for a period of one (1) year and suspension of the use of other services and Club facilities for up to one (1) year for rules violation.

W. Renter assumes sole and total responsibility for any property damage, injury or accident to any person arising out of the Club Area use. Renter further agrees on behalf of itself and its guests and invitees to indemnify, reimburse and hold the Club Owner and Club Manager harmless for any and all violations of any and all Federal, State or local laws, statutes or ordinances, and to indemnify, reimburse and hold the Club Owner and Club Manager harmless for any and all losses, damages, causes of actions claims, proceedings, and/or injuries sustained, including attorneys fees, arising out of or related to Applicant's and his or her guests' or invitees' use of the Club Area.

V. No pets (with the exception of those assisting persons with disabilities) are permitted on any portion of the Club Property including, without limitation, the pool area and any other areas of the Club Facilities.

W. Any Club Area that is rented must be cleaned. If the Club Area is not found as it was given to you, a portion of Renter's deposit will be kept. Renter must broom, vacuum, and mop the grand room if it is used. The counter tops and tables need to be wiped down. All trash must be taken with you and not left in the room. The Club does not provide any trash bags for the party. The Club will provide Renter with the broom, mop, and vacuum. All other cleaning supplies must be brought by the renter.

X. The Club Area will be available for use only between the hours of 8:00 A.M. - 1:59 A.M. Under no circumstances will time be extended past 1:59 A.M.

Y. Bounce houses and animals will not be permitted at Clubhouse rental events.

Z. The District Manager may waive or amend any of the above requirements in its reasonable discretion, provided such waivers must be in writing and signed by the District Manager and the renter.

AA. The form of Facility Rental Agreement, Clubhouse Areas Inspection Form and Access Card Control Information Sheet attached below are approved for use by the Club Manager.

FOR ANY ADDITIONAL INFORMATION PLEASE CHECK WITH THE CLUB ADMINISTRATIVE OFFICES FROM MONDAY-FRIDAY 8:00 AM -12:00 PM
YOU MUST HAVE AN APPOINTMENT IN ORDER TO RESERVE A DATE

CLUB SILVER PALMS
Club Facility Rental Agreement
Palm Glades Community Development District

This Agreement is by and between **Palm Glades Community Development District** (the "**District**") and a **Renter** who is further defined as a: *(check one) Club Silver Palms ____ Club Member or ____ Annual Member.* This Agreement is for the rental of a portion of the **"Club Silver Palms"** facility, to be used for a private function (the "Club Facility"), and shall be subject to the terms and conditions set forth in the "*Club Silver Palms Rules and Regulations"*(referred to in this Agreement as the "Club Rules and Regulations"), which document is attached hereto and made a part hereof and the "*Club Silver Palms Schedule Of Hours Of Operation, Dues, Fees And Charges, Areas & Fees For Rental, Rental Policies, Procedures And Regulations"* (referred to in this Agreement as the "Club Schedule"), which document is attached hereto and made a part hereof. To the extent of any conflict between the terms of this Agreement and the terms of the Rules and Regulations and Club Schedule, the terms of the Rules and Regulations shall prevail over the terms of the Club Schedule and this Agreement, and the terms of the Club Schedule shall prevail over the terms of this Agreement.

Renter: (print clearly) _____

Phone: Home _____ Work: _____ Cell: _____

Fax: _____

Renter's Address: _____

_____

Date of Function: _____

Event Time From: _____ To _____

Clean-Up Time From: _____To _____

Security Required: Yes _____No _____ Reason: (After Hours / Alcohol Present)

Security Schedule: From _____To _____

1. **Club Facility** (s) being requested:
   A) Grand Room _____
   B) South Terrace _____
   C) Combined Grand Room & South Terrace _____
   D) Gazebo / BBQ Area _____
   E) Combined South Terrace & Gazebo / BBQ Area _____

2. **Purpose** of rental: _____

_____

Number of people expected to attend this function: _____

Renter will:

Serve Food: Yes _____ No _____
(Note: The District reserves the right to establish and enforce a list of approved caterers)

Serve Alcohol: Yes _____ No _____
(Note: Alcohol is not to be sold on the premises at any time.)

Provide Music: Yes _____ No _____
If "**Yes**" state type of music: (Live Band, Stereo, etc.)

_____

_____
(Note: If music can be heard by surrounding neighbors, it is too loud.)

All requests are subject to the approval of the Club Manager.
Reservations will be granted on a first come, first served basis.

3. **Fee Schedule** & **Usage: See Attached Rental Schedule**

4. **Reservations, Applications, Payment of Fees:**

The Rental Fee and Deposit must accompany this application and will be cashed upon receipt. The Club Manager may not accept an application or confirm reserved space without receipt of one hundred percent (100%) of the Deposit and Rental Fee. All Rental Fees and Deposits must be in the form of cashier's checks or money orders; no personal checks will be accepted. Payments are made to: *"Palm Glades Community Development District."*

5. **Deposit Refund, Inspection:**

If the Club Facility being rented and other Club Areas are left in acceptable condition after the event, no damage or loss has occurred, and there have been no infractions of the Rental Schedule as deemed by the Club Manager's inspection, the Deposit will be fully refunded. The Deposit, or portion thereof, will be refunded by the District Office within thirty (30) days after receipt of the signed *"Cleaning & Usage Checklist"* inspection form. The Renter is entitled to be present during that inspection. If the Renter is not present during the inspection, the Club Manager will mail a copy of the final inspection, based upon the "Cleaning & Usage Checklist," to the Renter.

The Renter is responsible for the repair or replacement of all Club property, indoors and outdoors, damaged or lost during the function. This responsibility shall remain in effect until the Club Manager completes its portion of the "Cleaning & Usage Checklist" inspection form and the facility(s) keys are returned.

The Renter is also responsible for cleaning that portion of the Club Facility and other impacted Club Areas used after use, unless payment and arrangements have been made with the Club Manager for cleaning by the District's cleaning contractor. In such event, the Renter is still responsible for removing all event debris and trash from the premises and its proper disposal immediately following the function. Cleaning is to be in accordance with the "Cleaning & Usage Checklist." Charges for unacceptable conditions not listed in the cleaning checklist will be added if they occur.

All trash, garbage, trays, decorations, etc., must be removed from the premises and properly disposed of at the conclusion of the function.

6. **Additional Renter Responsibilities:**

a) The Renter making the reservation must be in attendance for the ENTIRE duration of the function and is responsible for the conduct of all guests.

At the discretion of the Club Manager, Renters may be required to pay a reasonable hourly fee for a Club Manager appointed "*facility monitor"* **or** *"police/traffic control monitor"* during the hours of the special event. The need for such fee would be determined during the review process based upon the nature of the event and the history of the Renter. Should a monitor be required, the Renter would be notified prior to the Club Manager accepting the facility engagement. The Renter would have the right to withdraw the Application for facility's rental.

b) Under no circumstances may Renter or guests mark the walls, ceilings and furnishings in any way, to include decorations, signs, tape, tacks, etc.

c) All guest cars must be properly parked in the parking lot area only and the parking and driveway area must be clean of any party-related debris after the function. Absolutely NO PARKING ON GRASS. Any infractions may damage the irrigation system or landscaping. Such damages will be back charged to the Renter. All renter and guest/attendee parking must comply with section 3.5 of the Club Rules and the District's Parking Rules and Regulations.

d) Renters and/or guests are absolutely NOT allowed in the Pools, Fitness Center, Playground, Basketball Court, or Club lounge areas during a function.

e) Closing time for private functions is **1:59 AM, if extended.** Cleaning must be completed at the end of the function, within the rental period.

Note: Any infractions of the Club Rules and Regulations or Club Schedule, or any disturbances created as a result of the function, will require the Renter to appear before the District Board of Supervisors for approval of any future reservations. The Board of Supervisors has the right to suspend privileges of any Renter who has, in the opinion of the Board, abused the terms of this Agreement, the Rules and Regulations or the Club Schedule. An automatic 60-day non-use penalty will be imposed at the time of said infraction or damage until the matter can be brought before the Board for its decision. If there is property damage in excess of the Deposit, the Board reserves the right to bill the Renter for the damage and to pursue collection to recover the funds.

I understand and agree to abide by the above and understand that I am responsible for any loss or damage to Club Facilities, Club Property and Association Common Areas which may occur as a result of this function and rental.

This AGREEMENT entered into on (date) _____

Photo ID is required, one or two forms of ID may be required by the Club Manager:

Signature of RENTER: _____

If a corporation, print name of above signature _____ Title: _____

Name of Club Manager _____
Signature _____

Copies of 2 separate checks attached: ___

CLUB SILVER PALMS

Clubhouse Event Inspection Form

Applicant Name:	Event Date:
Event Space(s):	

Area	Pre-Event Inspection	Post Event Inspection	Notes
Exterior Doors			
Women's Bathroom			
Men's Bathroom			
Kitchen			
Floor			
Countertop/ Sink			
Cabinets			
Appliances (Clean/Empty)			
Furniture			
Carpeting/Rugs			
Sofa			
Loveseat			
Armchairs			
Coffee/End Tables			
Tables & Chairs			
Terrace Tables			
Terrace Chairs			
Terrace Sofas			
High Back Gazebo Chairs			
Interior Décor			
Walls			
Windows			
Interior Doors			
Exterior (rails, plants, etc.)			
Other:			

Pre-Event Inspection

Applicant Signature:	**Date:**	**Time:**
Clubhouse Staff Signature:	**Date:**	**Time:**

Post Event Inspection

Applicant Signature:	**Date:**	**Time:**
Clubhouse Staff Signature:	**Date:**	**Time:**