

**HOLIDAY HARBOUR CONDOMINIUM  
CLUB HOUSE RESERVATION FORM  
(EXCLUSIVE USE AGREEMENT)**

Requested by: \_\_\_\_\_ (Resident)

Unit Number: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

Reason for Request (No fund raising or business meetings):

\_\_\_\_\_

\_\_\_\_\_

List the resident(s) who will be present for duration of time period rented. (Owners who rent their unit cannot rent the Club House – see Governing Documents):

\_\_\_\_\_

APPROXIMATE NUMBER OF GUESTS: \_\_\_\_\_ (Private parties not to exceed 75 persons)

RENTAL FEE: A fee of \$50 shall be charged for the rental of the Club House. A \$200 security deposit will be charged to cover damages or cleaning should the resident not follow the clean-up rules agreed to on the attached signed agreement. Two separate checks in the resident's name are payable to Holiday Harbour for the security deposit and rental fee. Both checks are to be submitted at the time the Club House reservation is made, along with this form. The resident should place all items (form and checks) in an envelope and put it in the exterior U. S. mail slot at the clubhouse. Security deposit will be voided/shredded if ALL terms of the agreement have been met.

Do not add your name to the reservation calendar at the clubhouse. The superintendent will do this after the form and checks are received. This avoids duplicate reservations and confusion.

There is a 'reserved' sign in the closet to the left as you enter the clubhouse. It may be placed outside, to the right of the exterior door as you face it, for the duration of your event.

Pool parties must be scheduled with the Superintendent. The resident scheduling the pool party must provide their own lifeguard and include proof of certified lifeguard with their club house reservation. There is a 25-guest limit for a pool party and a time limit of 4 hours maximum. For pool use of less than 10 people, exceptions to the lifeguard may be made at the discretion of the pool committee, with these provisions. a) Swimmers under 18 years old must have a one on one ratio of adults to use the pool. b) Swimmers with floatation devices cannot be in the deep end of the pool unless they have first passed a swim test consisting of swimming the whole length of the pool without assistance. c) No one can be on the rope at any time. If your party is found to be not following any of the rules your clubhouse deposit will not be reimbursed and you may lose pool privileges and loss of fob.

Note: Reservation does not entitle reserving party to exclusive use of the pool. All Holiday Harbour Pool Rules must be followed! Any damage done to the pool area due to your guests will result in monetary compensation to Holiday Harbour for repairs or replacement of damaged item(s).

The attached check list is to be completed by the resident at the completion of the event.

STATEMENT: AS A RESIDENT, I AM FAMILIAR WITH THE HOLIDAY HARBOUR GOVERNING DOCUMENTS, AND IN PARTICULAR PART VI OF THE RULES AND REGULATIONS WHICH RELATE TO THE CLUB HOUSE USE.

SIGNED (Resident): \_\_\_\_\_ Date: \_\_\_\_\_

APPROVED (Superintendent) \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Attached lifeguard certification if pool is to be used during event.

## CLUB HOUSE RESERVATION CHECK LIST

This check list has been prepared for the purpose of familiarizing you with the Club House and aiding you in the cleaning and closing up the premises at the conclusion of your party. A member of the Club House Committee will inspect the Club House on the morning before your party and by 10am on the morning following the party. If all of the below listed requirements have been met, your \$200.00 security deposit will be shredded by management. If not, all of or part of the check will be retained for cleaning and/or repair.

### I AGREE TO CLEAN THE CLUB HOUSE PER THE ITEMS LISTED BELOW:

- 1. Do not place any items on pool table.
- 2. Close all windows and screens.
- 3. Turn off both air conditioners and exhaust fan. (See sign on entry wall)
- 4. Close fireplace screen if used. **ABSOLUTELY NO ITEMS ARE TO BE PLACED IN FIREPLACE TO BURN.**
- 5. Return all furniture to original placement. Return all tables and folding chairs to corner.
- 6. Take down ping pong table, if used.
- 7. Wipe down all tables used.
- 8. Kitchen area; wipe down counter tops and bar area. Empty refrigerator and wipe down. If stove is used, remember to turn off burners and oven and clean up spills in oven and stove top. Turn off water faucets.
- 9. Use the fire blanket in the kitchen in the event of a stove or counter fire. It will quickly douse the fire before it spreads. Fold and return when finished.
- 10. Sweep dance floor and kitchen floor with broom provided. (NO WATER OR OTHER LIQUID).
- 11. Vacuum the carpet with the vacuum in front closet and clean spills or stains with carpet cleaner in kitchen closet on top self where garbage bin is located.
- 12. Clean carpet/floor of lower entrance area.
- 13. Empty wastebaskets from kitchen and bathrooms. Take all trash to dumpsters.
- 14. Make sure all faucets in bathrooms are turned off.
- 15. Wipe any spills or stains on walls or leather couches as needed with damp cloth. **DO NOT USE UPHOLSTRY CLEANER.**
- 16. Spot clean any spills on pattern chairs with upholstery cleaner located in kitchen closet on top self where garbage bin is located.
- 17. Return "RESERVED" sign to shelf in stairway closet.
- 18. Turn off all inside lights.
- 19. Party must conclude by 11:00 PM and resident is responsible to keep noise level under control so as not to disturb neighbors.
- 20. Lock all doors and deadbolt when leaving building.
- 21. If a Food truck is being used for catering, have a garbage can where needed and remember to check for garbage in lawn area. Remember to think about how your party will be identified when using food truck service. Holiday Harbour and Towne Harbour residents may assume that the food truck is for anyone. (May want to place sign that says "FOR PRIVATE PARTY").

\_\_\_\_\_ 22. If pool area is used, collect lost and found items from your party. Return furniture to its proper positions and make sure umbrellas are down.

**THERE IS ABSOLUTELY NO SMOKING IN THE CLUB HOUSE, ON THE DECK, OR WITHIN 10' OF THE CLUBHOUSE.** Dispose of all cigarette butts in a receptacle, do not leave on the ground.

Pool parties must be scheduled with the Superintendent. The resident scheduling the pool party **must provide their own lifeguard** and include proof of certified lifeguard with their club house reservation. There is a 25-guest limit for a pool party and a time limit of 4 hours maximum. For pool use of less than 10 people, exceptions to the lifeguard may be made at the discretion of the pool committee, Residents may still use the pool during your party reservation.

Please complete and sign this checklist at the conclusion of your party and place it in the marked plastic receptacle on the wall in the kitchen closet area. A member of the Club House committee will verify and sign the check list upon completion of their inspection. Checklist will then be turned over to the Management office.

THANK YOU IN ADVANCE FOR HELPING US TAKE PRIDE IN MAINTAINING AND IMPROVING OUR CLUBHOUSE AREA

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

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

---

Club House Committee Member: \_\_\_\_\_

Inspection Date/Time: \_\_\_\_\_

Committee Member Comments (if any):

Updated June, 2025