

# PALM GREENS RECREATION ASSOCIATION

## APPLICATION for USE of FACILITY

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Name of Applicant (and/or Organization if any)

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Applicant's Palm Greens Address

Phone #

E-mail

Purpose/Theme & Description of Event Activities: \_\_\_\_\_

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Date of the Event: \_\_\_\_\_ Start Time (From): \_\_\_\_\_ End Time (To): \_\_\_\_\_

Number of Attendees Palm Greens Residents: \_\_\_\_\_ Number of Non-Resident Guest: \_\_\_\_\_

Number of Adults: \_\_\_\_\_ Number of Persons under the age of 18: \_\_\_\_\_ Their age Range: \_\_\_\_\_

Room/Area Requested: Ballroom (\$150) \_\_\_\_\_ TV Room (\$100) \_\_\_\_\_ Card Room (\$100) \_\_\_\_\_

Pool Deck (\$75) \_\_\_\_\_ Tent Area (\$75) \_\_\_\_\_ Karaoke Machine (\$50) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

Food & Beverage Served: Yes \_\_\_\_\_ No \_\_\_\_\_ Alcohol Served: Yes \_\_\_\_\_ No \_\_\_\_\_

Catered: Yes \_\_\_\_\_ No \_\_\_\_\_ Caterer's Name & Phone # \_\_\_\_\_

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Entertainment: Yes \_\_\_\_\_ No \_\_\_\_\_ Performer's Name and Phone # \_\_\_\_\_

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Number of Chairs Requested: \_\_\_\_\_

Table Style Requested: \_\_\_\_\_ Number \_\_\_\_\_ Table Style Requested \_\_\_\_\_ # \_\_\_\_\_

Kitchen Use Requested: Yes \_\_\_\_\_ No \_\_\_\_\_

*(Alcoholic beverages are not the responsibility of the Rec Association. The Rec Assoc. does not take responsibility should someone become intoxicated/incoherent at one of our functions by drinking too much alcohol).*

*(Food may not be cooked in the kitchen. The stove and oven may only be used for warming and reheating).*

**Equipment Requested: (Please Check all that apply)**

Microphone \_\_\_\_\_ Projector \_\_\_\_\_ Projector-Screen \_\_\_\_\_ Podium \_\_\_\_\_  
TV Access (TV Room Only) \_\_\_\_\_ Fridge & Freezer \_\_\_\_\_ HDMI Cable \_\_\_\_\_ Sound System \_\_\_\_\_

**Requested Additional Accommodations:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Post Event Cleanup By:** Applicant / Organization \_\_\_\_\_ (\$75.00 Deposit)  
Recreation Association \_\_\_\_\_ (\$75.00 Fee)

*Applicant acknowledges receipt and review of the Recreation Association’s standard event policies.*

**Applicant’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*Submit completed application to Recreation Association Office*

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**Palm Greens Use Only!**

**The Application:**

\_\_\_\_\_ is not approved \_\_\_\_\_ Will be approved subject to the following terms, conditions, and policies.

**Venue and Fees (Venue fee may be waived for Club sponsored events)**

Ballroom (\$150) \_\_\_\_\_ TV Room (\$100) \_\_\_\_\_ Card Room (\$100 ) \_\_\_\_\_ Poolside (\$75) \_\_\_\_\_  
Tent Area (\$75) \_\_\_\_\_ Karaoke Machine (\$50) \_\_\_\_\_ Other (Specify) \_\_\_\_\_

**Palm Greens supplied security and compliance monitor required?**

No \_\_\_\_\_

Yes \_\_\_\_\_; \$25 / hour @ \_\_\_\_\_ Hours: \$ \_\_\_\_\_

*Monitors will arrive a half hour before and depart a half hour after the close of an event. Should the event run past the time that the event is scheduled to end, a charge of \$25.00 per hour will be assessed for the monitor’s additional time.*

**Post event cleaning fee / deposit: \$75.00**

**Deposit for damage to or loss of Recreation Association property (\$250) \_\_\_\_\_**

(Deposit may be waived for Club sponsored events)

**Total amount due on or before \_\_\_\_\_ \$ \_\_\_\_\_ (Check only)**

**Standard Policies area attached \_\_\_\_\_**

**Additional conditions for this event are attached \_\_\_\_\_**

**Applicant notified by: email: \_\_\_\_\_ mail: \_\_\_\_\_ in person: \_\_\_\_\_ date: \_\_\_\_\_**

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**Acceptance**

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible party for event: \_\_\_\_\_ Date: \_\_\_\_\_

Property Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Rec Board Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*The Applicant, and a Responsible Party who signs this acceptance page, are responsible for:*

- *The payment of all costs, fees, and deposits.*
- *The behavior of the persons attending the event.*
- *Damage to or loss of Recreation Association facilities, equipment, and keys.*
- *Event cleanup (including removing all trash from tables, clean all items used from kitchen).*
- *Venue closure (i.e., sound system off, lights off, doors secure, etc.).*
- *Removal of all food & beverages from kitchen and refrigerator with 24 hours.*

## **Standard Policies – use of Recreation Association Facilities for Events**

1. An application for the use of a facility should be submitted 14 (Fourteen) days prior to the event, 30 (thirty) days for poolside events.
2. All events must have Rec Board approval. Political events and religious services are not allowed.
3. All events must be attended by the Applicant and/or a Responsible Party for the event. Applicants and Responsible parties must reside at Palm Greens and must have signed the application's Acceptance page.
4. The applicant, and a Responsible Party who signs the application's acceptance page, are personally responsible for:
  - The payment of all costs, fees, and deposits.
  - The behavior of the persons attending the event.
  - Damage to or loss of Recreation Association facilities, equipment, and keys.
  - Event cleanup (including removing all trash from tables, clean all items used from kitchen).
5. Event participants must comply with all Association Rules, Regulations and Requirements pertaining to the use of Recreation Association facilities which are attached to this form.
6. Unless waived events with 30 (thirty) or more guests require a Recreation Association provided monitor for security and compliance. A monitor may otherwise be required in the discretion of the Recreation Association on a case-by-case basis. A fee of \$25.00 per hour will be charged for the Recreation Association's provision of monitors.
7. Smoking is not permitted indoors, and food and beverages may not be consumed outside the venue.
8. The maximum capacity of each two (2) plug electrical outlet is 15 AMPS. The outlets may not be overloaded, and circuit breakers may not be bypassed or tampered with. The Property Manager should be contacted should a power failure occur.

9. The set-up and breakdown of table and chairs, and other Recreation Association equipment will be preformed by Recreation Association staff. Tables and chairs are not to be moved outdoors.
10. No tape, pins, nails, staples, glue etc., may be used to attach anything to any surface, curtains, glass, or structure.
11. Cancelation of an event must be received seventy-two (72) hours prior to the event to receive a refund for Recreation Association costs and fees. Monitor fees are not refundable should an event be canceled less than seven (7) days prior to the event.
12. Events may only be rescheduled with the permission of the Recreation Association. If permission is given the Recreation Association will retain and apply the previously collected fees, cost, and deposits to the rescheduled event.