

Palm Greens Recreation Facility

Room Rental Application

Name of Applicant: _____

PG Address: _____ Tel #: _____

Email address: _____

Purpose/Theme of Event: _____

Date of Event: _____ Start time: _____ End Time: _____

*Events cannot be longer than 4hrs.

*You're allowed 5hrs. prior and 1 hr. after your event to set up and break down.

*If you need more than the time above, you can request additional time but there will be an additional \$40 per hr. and will require association approval.

Number of Guests: _____ Check one: ___ Residents ___ Non-Residents ___ Mix of Residents & Guests

Check one: Adults only _____ Children & Adults _____

Room/Area Requested: Ballroom (\$175) _____ TV Room (\$125) _____ Card Room (\$100) _____

Pool Deck (\$100) _____ Karaoke Machine (\$75) _____ Other(Specify) _____

Food & Beverage Served: ___ Yes ___ No

Catered: ___ Yes ___ No

Kitchen Use requested: ___ Yes ___ No

Caterer's Name & Phone #:

*Alcoholic beverages are not the responsibility of the Recreation Association. The applicant accepts full responsibility should someone become intoxicated/incoherent and waives any/all responsibility of the Recreation Association.

*Food cannot be cooked in the kitchen. The stove and oven can only be used for warming and reheating. The applicant assumes all responsibility for any damage to the kitchen or persons if cooking is performed in the kitchen or anywhere on the property.

Entertainment: Yes ___ No ___ Performer's Name & Tel. #: _____

of Chairs requested: _____ # Tables: _____ Table Style: _____

Equipment Requested: (Check all that apply):

Microphone:_____ Projector:_____ Projector-Screen_____ Podium:_____

TV Access:_____ HDMI Cable:_____ Sound System:_____

*For non-club events, there is a cost for the use of equipment

Request for Special Accommodations:

Post-Event Cleanup By (Select one):

Applicant: **\$100 Deposit** _____
(Applicant will Cleanup)

Rec Association: **\$100 Fee** _____
(Recreation Staff will Cleanup)

Security provided by the Recreation Association \$25 per hr. for non-Club events: _____ Hrs.

*Includes ½ hr. prior and ½ hr. after the event

Refundable Deposit in the event of damage or loss of Recreation Association Property: **\$250**

*May be waived for Club sponsored events

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

1. *The payment of all costs, fees, and deposits.*
2. *The behavior and adherence of event rules/guidelines by the persons attending the event.*
3. *Damage to or loss of Recreation Association facilities, equipment, and keys.*
4. *If applicant (not Association) will be cleaning up after the Event they will remove all trash from tables, chairs & floor and clean the kitchen, if used*
5. *Shut off lights, secure and close exit doors and any sound system before leaving.*
6. *Removal of all food & beverages from kitchen and refrigerator within 24 hours.*

Standard Policies - use of Recreation Association Facilities for Events

1. An application for the use of a facility should be submitted no less than 14 (Fourteen) days prior to an event.
2. All events are subject to Recreation Board approval.
3. Political events and religious services are not allowed.
4. All events must be attended by the Applicant and/or a Responsible Party for the event.

- 5. Applicant(s) and/or responsible party must be an owner or registered lessee at Palm Greens
- 6. It is the responsibility of the applicant(s) and/or responsible party to ensure that guests comply with all Association Rules, Regulations and Requirements pertaining to the use of Recreation Association facilities, including but not limited to, ensuring that guests do not access any other areas of the Recreation facilities and that children are properly supervised.
- 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 immediately should a power failure occur.
- 9. The set-up and breakdown of table and chairs, and other Recreation Association equipment will be provided 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. Cancellation of an event must be received no less than seventy-two (72) hours prior to the event in order to receive a refund for Recreation Association costs and fees.
- 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.

The applicant and/or Responsible Party acknowledges and accepts the terms outlined above:

Applicant's Signature: _____ Date: _____

Responsible Part for Event: _____ Date: _____

Palm Green's Use Only:

Approved _____ Denied: _____ Date: _____

Property Manager Signature: _____

Recreation Association Board Member Signature: _____

Palm Green's Use Only:

Checks Received

Security: \$ _____

Room Rental: \$ _____

Event Cleanup: \$ _____

Room Deposit \$ _____

Total \$ _____

Revised 1.28.25