

Bayview Condominiums Clearwater Association Social Room Reservation Form

The purpose of the Social Room is for the enjoyment of all Bayview residents. The intent of the Room Reservation Form is for personal resident use for events such as small social gatherings, birthdays, family parties, etc. Business-related or political events or meetings are not allowed at any time whether it is for profit or not. Events are limited to 40 people in total including event staff or servers. Please enter all requested information and submit the form to the Ameri-Tech Property Manager via e-mail.

Name: _____ Owner ____ or Renter ____ Unit #: _____

Event Date: _____ Event starting time: _____ Event ending time: _____

Note: Hours for Reservations: Sunday to Thursday: 10AM – 10PM; Friday & Saturday: 9AM to Midnight

Phone number: _____ (Cell? Yes ____ No ____) No. of Guests expected: _____

Will Alcohol be consumed at your event? ____ Note: If Yes, proof of Liability Insurance must be provided.

Will you be hiring anyone to work at your event? ____

Note: If yes, Certificate of General Liability Insurance must be provided. Please attach it to the reservation form.

Purpose of your event with a brief description: _____

Rules and Guidelines

1. Security deposit **\$500**, made payable to "Bayview Condominium Association"
2. Hours for reservations: Sunday-Thursday: 10:00 AM — 10:00 PM; Friday- Saturday: 9:00 AM — Midnight
3. Party Host can only be a titled Owner (name must appear on the deed) or Rental tenants.
4. Completed Reservation form and the alcohol liability insurance form shall be e-mailed to the Ameri-Tech Property Manager by 5:00 PM at least fourteen (14) calendar days prior to the event.
5. Proof of general liability insurance shall be submitted with the application for anyone hired to work at your event. This insurance must come from the hired entity.
6. No event can be booked more than 3 months in advance.
7. The Social Room cannot be reserved on the following Holidays: July 4th, Labor Day, Thanksgiving Day, New Year's Eve and Memorial Day.
8. Room Capacity is 40 people; event attendance cannot exceed this including staff and servers.
9. Guests must leave the premises and use of all facilities must cease at the times indicated above. This includes any time required for the cleanup of the facilities and premises.
10. Event set-up will not take place prior to 8:30 AM on the morning of the event. Event clean-up shall take place within 1 hour of the event concluding. If, however, an event concludes at or after 10:00PM, clean-up shall occur prior to 10:00 AM the following day.
11. Under no circumstances may the function disturb other residents of the building. Noise levels must be kept to a minimum after 10:00 PM when using the Room and the Outside Patio area.
12. Rental of the room entitles use of the Social Room ONLY. The swimming pool, patio area and the surrounding area cannot be reserved during your event or closed to other Bayview residents.
13. **NOTE: ALL Bayview residents have the right to walk through the Social Room during the event to gain access to the pool and other common areas of the property. No signs can be posted requesting residents to use alternative access paths.**
14. No invitations can be sent out prior to deposits and paperwork being submitted and the Association's approval confirmation is provided.
15. The doors to the Social Room, Lobby Entrance and Patio Entrance must always remain closed and never propped open.

16. An Owner or Renter must attend the event and be present within the Social Room during the entire event. Guests are not permitted to wander throughout the building or the grounds during your event. Hosts are responsible for the conduct of their guests. No minors are permitted in the Social Room without Adult Supervision. Smoking is not permitted in the Social Room; however, during your event smoking is permitted on the terrace area where a proper receptacle is provided.
17. Decorations may be used by applicants but shall not cause any damage to association property. No staples or nails can be used, and tape must only be attached to wood molding and not attached to walls. ALL decorations must be removed promptly and disposed of at the conclusion of the reservation period.
18. All trash must be bagged in appropriate trash bags and disposed of in the trash dumpster in the Trash/Recycle Room. Remove all trash from the Social Room and Patio area containers, if utilized.
19. Double parking is not allowed during your event. Cars must be parked on Eldridge, N. Osceola Ave. or in designated Visitor Parking spots. Do not Park vehicles in front of the Trash Room doors.
20. It is your responsibility to review the Social Room and report any damage to Bayview's property manager immediately prior to the start of your event. If this is not done prior to your event, you will be responsible for any damage.
21. Both Men's and Women's Bathrooms must be left in clean condition.
22. All lights in the Social Room must be turned off following the event.
23. The Bayview Board of Directors has the right to terminate your party if any of the rental rules are broken.
24. Return of Deposit - The deposit of \$500 will be returned in approximately two weeks following the event provided that the Social Room is properly cleaned and left in the same condition prior to your rental and no damages are noted.
25. Failure to abide by the rules and terms of this agreement may result in the loss of your security deposit as well as forfeiting your privilege of renting the Social Room for 6 months.

The undersigned agrees to abide by the Bayview Condominiums Clearwater Association, Inc.'s rules and policies for the Social Room. By signing below, applicants specifically acknowledge that they will follow the guidelines and agrees to be bound by the terms and conditions set forth in this Social Room Reservation Form, which is contractual in nature and not mere recital.

AGREEMENT: I have read the rules and guidelines above and agree to the above terms and conditions. I understand that I assume full responsibility for my guests, invitees and their children. The Owners, Board of Directors, and Amer-Tech Property Management or their agents will not be held responsible for any injuries caused by the neglect or misuse of any of the common elements including the Social Room during my event, and I assume full responsibility for my guest's actions. If Bayview incurs any liability claim as a result of my event, I am aware that I could be responsible for the insurance deductible, plus any legal fees.

Signed: _____ Date: _____

Name: _____

*Titled owner or registered rental tenants ONLY
The above person must be in the Social Room throughout the event*

For office use only

Check # _____ Amount of Check \$ _____ Date Received: _____

Reservation Approved: Yes ___ or No ___ (Reason for Rejection: _____)

Post-Event Room Review: Room in Good Condition: Yes ___ or No ___ | Date Security Deposit Sent: _____

Reason for retention of security deposit, if applicable: _____

Date written notification sent for any retention (full or partial) of the deposit (within 2 weeks of the event): _____

ROOM CHECK OUT FORM:

To be completed by a representative of Ameri-Tech Property Management or member of the Board of Directors.

___ Trash disposed of properly

___ Bathrooms clean

___ Lights were off

___ Floors clean

___ Refrigerator cleaned out

___ Kitchen clean

___ Kitchen counters clean

___ No new scratches on floor

___ Walls - No holes or tape damage

___ No known rules were broken

General Notes or Comments by the Inspector: _____

Inspectors Signature: _____

Inspectors Name: _____

Date of Inspection: _____

Management to keep original - Please make copy of contract for person renting room.

Board of Directors Approved: July 2026