

THE TOWERS OF KEY BISCAYNE, INC.

APPLICATION FOR USE OF RECREATION ROOMS

Card Room PH I _____ Card Room PH II _____ Ocean Room _____ Chuck Shaver Auditorium _____

UNIT#: _____ APPLICANT'S NAME: _____ OWNER _____ LESSEE _____

DATE OF FUNCTION: _____ NUMBER OF GUESTS: _____

TIME OF FUNCTION: _____ END OF FUNCTION: _____ **MAX TO 11PM**

TELEPHONE NUMBERS: _____

PURPOSE OF EVENT: (PLEASE CIRCLE ONE):

CHILD'S PARTY TEEN PARTY ANNIVERSARY BIRTHDAY WEDDING ADULT PARTY

OTHER: _____

DEPOSIT AMOUNT (CHECKS WILL BE DEPOSITED UPON RECEIPT):

_____ \$300.00 PAYMENT MUST BE MADE IN CHECK FORM. CHECK # _____

PLEASE INITIAL ALL LINES BELOW (THESE RULES APPLY TO ALL RECREATION ROOMS):

_____ THE NAMES OF ALL OUTSIDE GUESTS **MUST** BE REGISTERED WITH THE OFFICE AT LEAST 24 HOURS PRIOR TO THE FUNCTION, FOR ADMITTANCE TO THE PROPERTY. TABLE ARRANGEMENT MUST BE HANDED IN THE WEDNESDAY PRIOR TO THE EVENT.

_____ MAXIMUM NUMBER OF GUESTS PER ROOM: **60**.

_____ FOR FUNCTIONS CONSISTING OF **(25)** TWENTY-FIVE TO SIXTY **(60)** GUESTS, THE RESIDENT(S) SHALL PROVIDE, AT THEIR EXPENSE, A TOWERS SECURITY GUARD TO SUPERVISE AND CONTAIN GUESTS WITHIN DESIGNATED AREAS AND PROTECT THE PROPERTY. THE PERSON WILL BE THERE FROM THE TIME THE EVENT BEGINS, UNTIL THE LAST PERSON LEAVES. THE COST IS \$20 PER HOUR, FOR A MINIMUM OF FOUR (4) HOURS, PAYABLE IN CASH TO THE SECURITY EMPLOYEE AT THE BEGINNING OF THE EVENT. IF _____ THE EVENT HELD IS FOR LESS THAN (25) TWENTY FIVE PEOPLE AND MORE SHOW UP, THE RESIDENT WILL BE CHARGED FOR \$80, AND NO SECURITY WILL BE PROVIDED. THE RESIDENT WILL BE HELD ACCOUNTABLE FOR THE AMOUNT OF PEOPLE IN THE EVENT. IF LESS THAN (25) TWENTY FIVE PEOPLE SHOW UP, IT IS OK.

_____ RESIDENTS MAY RENT LINENS FOR THE TABLES, CHAIRS AND NAPKINS. PRICES ARE AS FOLLOWS: TABLE CLOTHS \$10 EACH; CHAIR COVERS \$3 EACH; NAPKINS \$1.50 EACH.

_____ **NO MUSIC SHALL BE ALLOWED AFTER 10:30 PM. ALL ACTIVITIES MUST END BY 11:00 P.M.** PLEASE BE ADVISED THAT MUSIC IS TO BE CONFINED TO THE INSIDE OF THE RECREATION ROOM. NOISE LEVEL IS TO BE KEPT AT A MINIMUM, SO AS NOT TO DISRUPT RESIDENTS.

_____ NO TRICYCLES OR CHILDREN'S TOYS (THAT MAY NEED TO BE HUNG UP ON WALLS OR CEILINGS) ARE ALLOWED. (EX.: BALLS/ BATS/ PIÑATAS/ BASKETBALL HOOPS, ETC.)

_____ **GUESTS ARE REQUIRED TO CONFINED THEMSELVES TO THE ROOM WHERE THE FUNCTION IS BEING HELD. SWIMMING POOLS AND LOUNGES ARE NOT TO BE USED AT ANY TIME. BARBEQUE AREA IS NOT PART OF THE OCEAN ROOM RESERVATION.**

_____ WE ARE NOT RESPONSIBLE FOR ANY EQUIPMENT OR MATERIAL LEFT IN THE RECREATION ROOMS. THEY MUST BE TAKEN OUT OF THE ROOM AFTER THE PARTY HAS ENDED. (IF YOU HAVE A CATERER, THEY **MUST** PICK UP THEIR EQUIPMENT ON THE DAY OF THE PARTY OR THERE WILL BE A CHARGE DEDUCTED FROM THE APPLICANT.

_____ I AGREE TO HAVE A \$50.00 CLEANING FEE DEDUCTED FROM MY DEPOSIT, IF THE ROOM IS NOT RETURNED IN THE SAME CONDITION AS RECEIVED.

_____ IF ANY MONEY IS OWED BY THE RESIDENT TO THE ASSOCIATION, IT WILL BE AUTOMATICALLY DEDUCTED FROM THE DAMAGE DEPOSIT GIVEN FOR THE USE OF RECREATION ROOM.

PLEASE INITIAL ALL LINES BELOW (THESE RULES APPLY TO THE OCEAN ROOM):

_____ ACCESS TO THE OCEAN ROOM WILL BE ON THE SAME DAY AT 9:00 A.M. YOU MUST SIGN OUT THE KEY, WHICH WILL BE PROVIDED TO YOU AT THE PHASE I LOBBY. INSPECTION WITH SECURITY MUST BE DONE AT THE TIME THE KEY IS ISSUED, AS WELL AS WHEN IT IS RETURNED. IF IT IS NOT RETURNED OR THE KEY IS LOST, \$200.00 WILL BE FORFEITED FROM THE DAMAGE DEPOSIT

_____ EVERYONE MUST BE OUT OF THE OCEAN ROOM TEN MINUTES TO ELEVEN. SECURITY WILL BE PRESENT 10 MINUTES BEFORE THE EVENT ENDS, TO RETRIEVE THE KEY AND TO SECURE THE PLACE.

_____ RESIDENT(S) NEED TO SPECIFY AT THE TIME OF RESERVATION WHETHER THEY WILL USE THE COFFEE MAKER, ESPRESSO MACHINE, BLENDER, CD/DVD PLAYER, IPOD, AND/OR MICROPHONE, OR THESE WILL BE LOCKED AWAY. PLEASE DO NOT ATTEMPT TO OPEN THE STORAGE DOORS WITHOUT THE KEY. IT IS SOLELY THE RESPONSIBILITY OF THE RESIDENT(S) TO ENSURE PROPER USAGE AND HANDLING OF THESE SMALL APPLIANCES. BEFORE AND AFTER THE EVENT, SECURITY WILL TEST THESE, IN THE PRESENCE OF THE RESIDENT, TO ENSURE THEY WORK AND ARE PROPERLY HANDLED. SECURITY WILL ALSO INSPECT THE SPEAKERS, FOR ANY DAMAGES. RESIDENT(S) WILL BE LIABLE FOR ANY DAMAGES. THE DEPOSIT WILL BE HELD UNTIL THE APPLIANCE(S) IS/ARE REPAIRED OR REPLACED.

_____ THERE IS A PHONE THAT MAY BE USED, IN CASE YOUR GUESTS NEED TO REACH YOU. THE NUMBER IS 305-361-9053, SAME AS THE CO-ED GYMNASIUM.

_____ TABLES AND CHAIRS ARE NOT TO BE DRAGGED AGAINST THE FLOOR IN THE OCEAN ROOM, SINCE THIS MAY SCRATCH THE FLOOR. SECURITY WILL INSPECT THE FLOORS WITH THE RESIDENT TO MAKE SURE THAT THE FLOOR IS NOT SCRATCHED PRIOR TO THE EVENT.

_____ OCEAN ROOM LEATHER FURNITURE WILL NOT BE PROVIDED DURING A CHILDREN'S EVENT.

_____ RESIDENT(S) WILL BE LIABLE FOR ANY DAMAGES CAUSED TO FURNITURE. FURNITURE WILL NOT BE REPAIRED, ONLY REPLACED.

_____ ALL PLANTS MUST REMAIN INSIDE THE OCEAN ROOM. PLEASE DO NOT MOVE OR TOUCH THEM, AS THIS MAY DAMAGE THE FLOOR OR THE WALLS.

_____ THE DOORS AND WINDOWS TO THE OCEAN ROOM, AND THE HALLWAY LEADING TO THE BARBECUE AREA ARE TO REMAIN CLOSED AT ALL TIMES.

_____ SMOKING IS NOT ALLOWED IN THE OCEAN ROOM.

_____ THERE IS A MOP, BUCKET & BROOM IN THE CLOSET. HOUSEKEEPING WILL VERIFY THAT THE OCEAN ROOM IS LEFT CLEAN.

I UNDERSTAND THAT IF THERE IS A "HURRICANE WATCH" MY EVENT WILL BE CANCELLED AUTOMATICALLY, DUE TO THE FACT THAT ITEMS WILL BE STORED IN THE OCEAN ROOM.

I AGREE TO FORFEIT MY DEPOSIT FOR DAMAGE IF I VIOLATE ANY OF THE ABOVE RULES AND/OR THE RULES AND REGULATIONS OF THE TOWERS OF KEY BISCAIYNE.

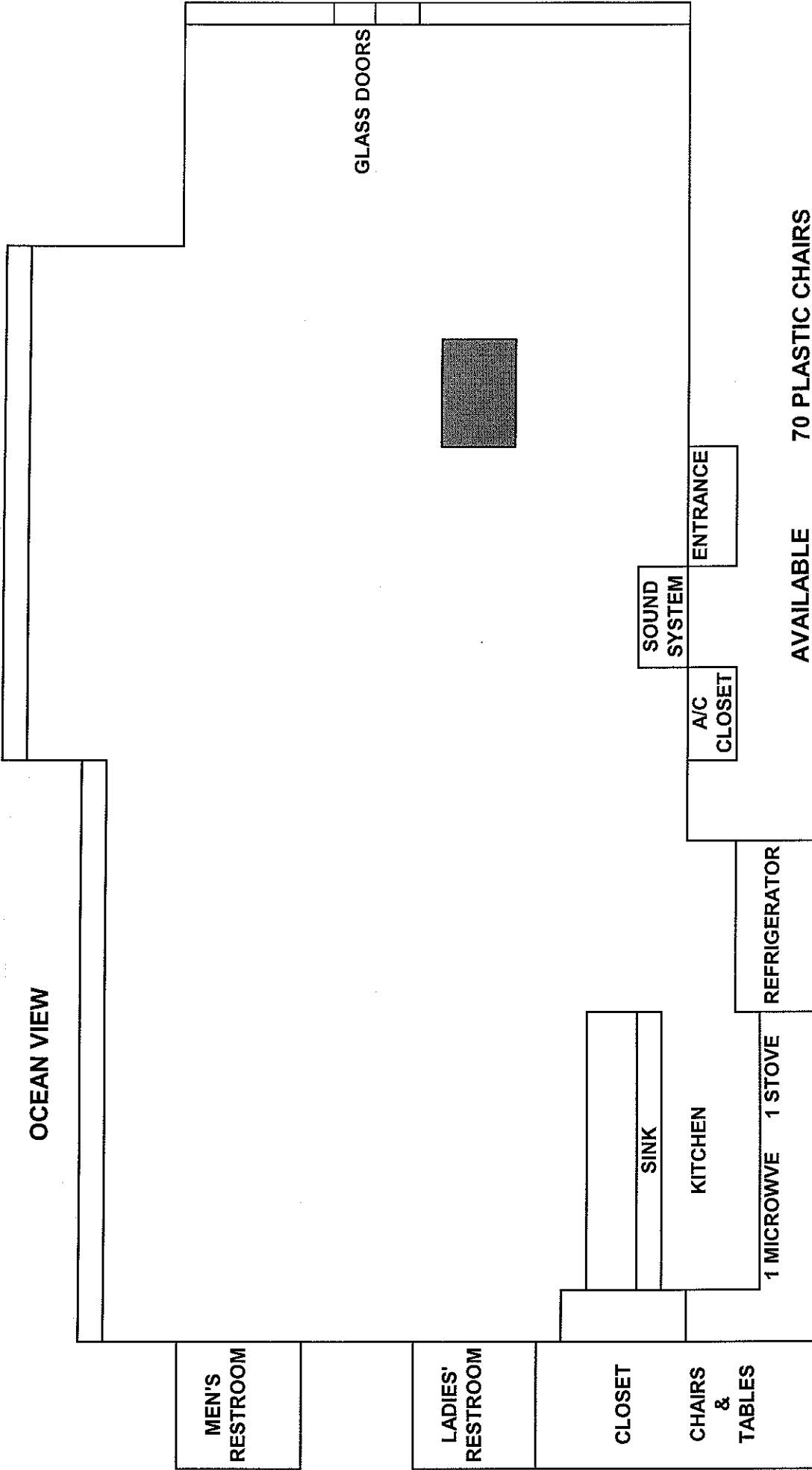
I HAVE READ AND UNDERSTOOD ALL OF THE ABOVE RULES & REGULATIONS AND I HAVE ALSO AGREED TO PAY A PENALTY, IF ANY OF THE ABOVE RULES ARE VIOLATED.

SIGNATURE

DATE

OFFICE USE ONLY:

_____ EXPLANATION OF RULES	_____ HOUSEKEEPING	_____ FRONT GATE
_____ TABLE SET-UP:	_____ PHASE I _____ PHASE II	_____ BLENDER _____ AMERICAN
_____ GUEST LIST:	_____ ESPRESSO _____	_____ MICROPHONE
_____ EVENT MEMO	_____ SOUND SYSTEM	
_____ ROOM WALK-THROUGH		



- AVAILABLE
- 70 PLASTIC CHAIRS
- 4 RECTANGULAR TABLES
- 10 ROUND TABLES (46" INCHES)