

Pura Vida Residences Condominium Association, Inc.

Club Room Reservation Approval, Instructions, and Inspection Form:

1 copy to be retained by Management and 1 copy to be sent to Reserving Host at time of approval.

Date of Event: _____

Start Time of Event: _____ End Time of Event: _____

Reserving Host Name: _____

Unit #: _____

Reserving Host Phone Number: _____

Non-refundable fee (\$50) and damage deposit (\$950) for total of \$1000:

Received by FCPM Not-received by FCPM

Additional notes: _____

Your Club Room reservation has been approved for the date and time noted above. Call Lynn Parrish at 727-799-0031 if you have any questions about your reservation.

- The following temporary code has been created for you to share with your guests to assist them in getting into the building via the front door entrance only, as well as accessing and using the east elevator to get to the Club Room: _____. This code will be deactivated following the event. (You will need to assist your guests on the proper use of the code for the doors and elevator.)
- There is a “Reserved” sign in the drawer next to the refrigerator which you may display on the countertop during the event to notify others that the Club Room is reserved. Please return the sign to the drawer after the event.
- For your convenience, below is a copy of the Club Room reservation rules.
- Also below is a checklist which will be used by Management to assess for damages and/or additional cleaning.

Club Room Reservation Rules

1. Pura Vida unit owners in good standing with the Association are invited to reserve and enjoy the Club Room for exclusive use.
2. There is a maximum 6-hour time for all reserved functions, available from 10am until 10pm, with all functions and noise generation ending by 10pm.
3. The fee to reserve the Club Room is \$50 non-refundable plus a \$950 damage deposit (\$1000 total). Fees are subject to change.
4. The \$950 damage deposit will be held until after the event and inspection for damages and cleanliness is completed. Leave the Club Room and adjacent areas as you found them and the damage deposit will be returned. A charge will be levied at the sole discretion of the Board of Directors for any damage, cleanup, and excessive wear and tear. Damage in excess of the damage deposit will be charged to the reserving host.
5. The Club Room may not be used for “open to the public” events. Any community or fund-raising event must be specifically disclosed on the reservation application.
6. Reservations will be granted on a first-come first-served basis.
7. Guests may not park in another unit owners designated space without the permission of that specific unit owner.
8. Noise disturbance to any person in the building will not be tolerated. No amplified music will be permitted. Please be courteous and keep noise levels low. If a request to reduce the noise level is made by any person in the building, compliance is mandatory. Failure to comply may result in a fine or other disciplinary action as determined by the Board of Directors.
9. An adult must be present at all times throughout an event when there are children under the age of 18 years.
10. Persons under 21 years of age are not allowed to consume alcoholic beverages on the premises.
11. The local fire ordinance limits attendees to 93 persons. Any fine levied against Pura Vida Residences Condominium Association, Inc. related to occupancy will be the responsibility of the reserving host.

12. Posted pool and spa rules, including hours and occupancy rules, must be strictly complied with by all guests.
13. The reserving host is responsible for the actions and behavior of all persons present at the function.
14. The following items are prohibited: fireworks, confetti, rice or glitter, mounting of any decorations upon walls, ceilings, furnishings, windows or doors without prior approval of the Association, tobacco products or smoking, pets (except for service animals), candles (except on cakes), any activity deemed as hazardous.
15. The reserving host is responsible for leaving the Club Room and restrooms in a neat, clean, and damage free manner. This applies to furniture (in original position), counters, appliances, and floors, which shall be left clean; restrooms shall be left clean; all party items, food and drink shall be removed; all trash and debris must be bagged and placed in the trash receptacle on the first floor; all lights should be turned off.
16. The reserving host is responsible for providing all necessary cleaning supplies.
17. The reserving host agrees to indemnify and hold harmless the Association from claim, including alcohol consumption, arising out of the utilization of the facility pursuant to this Agreement. Reserving host agrees to reimburse the Association for any damages. The Association assumes no liability to reserving host or guest for any malfunction or interference which prevents or limits the use of the facilities, and is not liable for any loss or damage to any personal property.
18. After submitting the following Club Room Reservation Form, the Property Manager or Board of Directors will contact the reserving host within 10 days of receipt (please contact the Board directly if time is of the essence in approving the reservation form.) The \$1000 fee (\$50 non-refundable and \$950 damage deposit) is to be paid by check made out to: PURA VIDA RESIDENCES CONDOMINIUM ASSOCIATION, INC., and mailed to:

Frankly Coastal Property Management, LLC
Attention: Lynn Parrish
P.O. Box 1294
Tarpon Springs, FL 34688

Please include a note stating that the check is for the Pura Vida Club Room Reservation

19. **BY SUBMITTING THIS FORM, RESERVING HOST UNDERSTANDS AND ACCEPTS THE FOLLOWING IMPORTANT NOTICE: THE EAST ELEVATOR, POOL AND SPA AREA, 4TH FLOOR RESTROOMS, AND THE FITNESS ROOM CANNOT BE RESERVED AND OTHER PURA VIDA RESIDENTS, RENTERS, AND GUESTS WILL BE ABLE TO USE THESE FACILITIES EVEN WHEN THE CLUB ROOM IS RESERVED.**

Post Reservation Inspection Checklist

Date of inspection: _____ Time of Inspection: _____

Person completing inspection: _____

(Photos of inspection problems should be taken and forwarded to Lynn Parrish)

Club Room Area:	OK	Damaged/Missing	Unclean	Charge
Sink, countertops, cabinets	___	_____	_____	\$ _____
Refrigerator	___	_____	_____	\$ _____
Trash Can	___	_____	_____	\$ _____
Floors, Doors, Windows	___	_____	_____	\$ _____
Television, Remote Control	___	_____	_____	\$ _____
Furniture	___	_____	_____	\$ _____
Tables and Chairs	___	_____	_____	\$ _____
"Reserved" Sign in Drawer	___	_____	_____	\$ _____
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Men's Restroom:				
Sink, Toilet, Mirrors	___	_____	_____	\$ _____
Soap, Towel, Toilet Paper Dispenser	___	_____	_____	\$ _____
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Women's Restroom:				
Sink, Toilet, Mirrors	___	_____	_____	\$ _____
Soap, Towel, Toilet Paper Dispenser	___	_____	_____	\$ _____
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Fitness Room:				
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Pool Deck:				
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Pool:				
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Spa:				
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Elevator:				
Overall Condition	___	_____	_____	\$ _____

Notes: _____

Other Issues: _____

TOTAL CHARGES: \$ _____

Damage Deposit Settlement
Deposit Held: \$950

Amount to be Refunded: _____

Date Refunded: _____

Check Number: _____

Property Manager Signature: _____

Date: _____