BRICKELL PLACE PHASE II ASSOCIATION, INC.
PARTY ROOM RESERVATION FORM

RESERVATION OF: ____ PARTY ROOM BLDG. C ____ PARTY ROOM BLDG. D **Date Requested:** _____

Name: _____ **For Unit #:** _____

REGULATIONS

1. Only BPPI and BPPII residents may reserve recreation areas and must attend the party. Residents reserving the party room will be responsible for any damage or cleaning.
2. BPPII Owners: $300.00 refundable deposit is required as well as a copy of your homeowners' insurance. Deposit will be returned after the party if the Party Room is left in the same condition as found.
3. BPPII Renters: $500.00 refundable deposit is required as well as a copy of your renters' insurance. Deposit will be returned after the party if the Party Room is left in the same condition as found.
4. BPPI Owners and Renters: A $500.00 refundable deposit is required as well as a copy of your homeowners or renters' insurance.
5. A charge of $50.00 will be applied if the Party Room is not left in the same condition as found or if there is any damage. If the cleaning or damage exceeds the $50.00 charge the remaining balance will be deducted from your deposit. If damages exceed your original deposit a claim will be placed through the Association Insurance for the remaining balance you will be responsible for the excess amount.
6. Private parties shall not interfere with the rights of other residents.
7. The party will be restricted to the recreation room / restroom only and must end on or before 1:00 a.m.
8. No signs, advertisements or notices of any kind related to any type of commercial activities shall be posted anywhere on BPPII property.
9. Security is authorized to give their opinion as of the party room being clean. If after the party the housekeeping department must clean, an invoice will be mailed to your unit, and we will hold your deposit until the invoice is paid in full. If paid after the 10th day a $25.00 penalty will be imposed.
10. All noise shall be limited to a level so as not to disturb other residents. (NO LOUD MUSIC OR MICROPHONES AND AMPLIFIERES ALLOWED).
11. Maximum capacities: building "C" meeting room is **72** persons.
    building "D" meeting room is **40** persons.
12. BPPII has limited parking and cannot guarantee parking spaces for all your guests.
13. BPPI guests must park their vehicles in BPPI.

PARTY ROOM

- Chairs and tables for the party room **are not transferable from one building to another or cannot be removed** from the party rooms.
  Bldg. C Accommodates- 60 Chairs / 6 Rectangular Tables / 10 Round Tables
  Bldg. D Accommodates- 28 Chairs / 7 Tables
- We also provide each party room with one long table and some folding chairs **UPON REQUEST.**

ALL REQUIRED INFORMATION: INSURANCE, CERTIFICATES MUST BE TURNED INTO THE MANAGEMENT OFFICE NO LESS THAN 10 WORKING DAYS PRIOR TO USE DATE.

I UNDERSTAND AND ACCEPT THE ABOVE REGULATIONS. Our event will have _____ guests.

_____ _____

OWNER / RENTER SIGNATURE Date

Revised 6/18/2018 9:05 AM