

Seven (7) days advance notice is
Required and must be accompanied by
Deposit to confirm reservation.
(\$ 500.00 cash).

OCEAN ROOM RESERVATION

I would like to reserve the OCEAN ROOM as follows:

DATE: _____ No OF GUESTS: _____ No OF PARKING SPACES NEEDED: _____
TIME: _____ No of Tables needed _____ No of folding chairs needed _____

1. **RESERVATIONS FOR THE OCEAN ROOM REQUIRES A CASH DEPOSIT OF \$500.00** at least 7 days in advance. **A RENTAL FEE OF \$100.00 WILL BE CHARGED. ADDITIONAL CLEAN UP FEES WILL BE CHARGED IF NECESSARY.** You will be charged for any damage done, over and above the deposit, if necessary.
2. **PARKING.** We cannot guarantee parking in the building garage for all your guests. We will provide as many parking spaces as possible, depending on availability. We are not responsible for any damage to vehicles.
3. See Manager for any special arrangements you need at least seven (7) days in advance. If caterer is to be used, caterer must see the Manager prior to the affair, at least 48 hours in advance. Liability and Worker=s Compensation (or Exemption) insurance required for Caterer and/or Entertainment.
4. Maximum seating capacity allowed in the OCEAN Room is 100 by Fire Code.
5. An alphabetical list of guests must be submitted to the office 72 hours in advance of the party.
6. Any furniture that is moved must be returned to its original position.
7. I HAVE READ AND UNDERSTAND THE POLICIES ESTABLISHED FOR RESERVATIONS OF THE FACILITIES. FURTHER, IT IS UNDERSTOOD THAT I WILL REIMBURSE SEA RANCH CLUB CONDOMINIUM ASSOCIATION FOR ANY DAMAGE TO THE FACILITY AND FOR ANY CLEAN-UP NECESSARY TO RESTORE THE FACILITY TO THE CONDITION IN WHICH IT WAS RECEIVED.

Signature _____ Apt # _____

FOR OFFICE USE

CASH DEPOSIT OF \$ 500.00 RECEIVED BY _____ DATE: _____

MANAGERS SIGNATURE _____

OCEAN ROOM INSPECTED _____ DEPOSIT OF _____ RETURNED - DATE _____

RECEIVED BY SIGNATURE: _____

Party ending time: At midnight 12:00 all music will cease, this includes band, stereos, radios, CD/cassette players, etc.

NOTE: THERE IS NO SMOKING IN THE OCEAN ROOM. ANY FOOD OR EQUIPMENT SUPPLIED BY A CATERER OR BY YOU MUST BE REMOVED AFTER THE PARTY AND NOT LEFT OVERNIGHT.