



Boca Isles South, POA
19951 Ocean Key Drive
Boca Raton, FL 33498
(561) 477-7334



CLUB HOUSE RESERVATION FORM

OWNER/RESIDENT: _____

ADDRESS: _____

HOME PHONE: _____

WORK PHONE: _____

DATE FOR USE OF CLUB HOUSE: _____

TYPE OF FUNCTION: _____

HOURS REQUESTED: FROM _____ TO _____

NUMBER OF GUESTS (maximum 80): _____

TYPE OF FOOD: (CHECK ONE) HOT _____ COLD _____

WHAT ACCOMMODATIONS WILL BE MADE FOR FOOD?

WHAT TYPE OF DECORATIONS WILL BE USED (IF ANY)?

WHAT TYPE OF ENTERTAINMENT?



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**PARTY CONTRACT FOR USE OF
CLUB HOUSE MAIN ROOM**

DATE: _____

I, _____, request to have a party in the main room
of the Clubhouse for _____ on _____
from _____ to _____ (no later than 1:00am).

Form of entertainment: _____
I understand that if music is played, it will be kept at a minimum level.

I am expecting _____ guests (maximum 80).

I understand that the only decorations are tabletop decorations. If tabletop decorations are used, I am responsible for removing decorations without causing any damage. I understand that all residents and guests under the age of eighteen (18) must be supervised by a **Boca Isles South** Owner/Resident. I understand that the vehicles must not block the streets. The designated area for parking is the parking lot; then parking will be allowed on the Club House side of Ocean Key Drive between the Enclave and Reserve signs. Guests will be provided a map showing the overflow parking area by the security guard at the gate.

I agree that I am responsible for collecting and bagging all trash, and placing it in the designated area. All furniture must be returned to its original position. I will have control over my guests at all times. I will be responsible for any damage caused by my family members, my guests, or myself. I understand and agree that a Certificate of Homeowners and Liquor Liability Insurance (where applicable) is required, and that **Boca Isles South POA** shall be listed as certificate holder and additional insured. Evidence of insurance must be provided thirty (30) days prior to date of function.

I understand that the Certificate of Insurance must provide general liability, personal injury, and property damages in the amount of \$_____. I understand that the Certificate of Homeowners Insurance is to be submitted no later than thirty (30) days prior to the function.

No cooking is allowed in the Club House with the exception of hot beverages. Cooking is to be done outside the building, but not in the pool area. A caterer must be licensed and insured, and proof of this must be provided ten (10) days prior to the function. If the function runs longer than 10:00pm, up to 1:00am I understand that I must confirm with the security guard that he/she is willing to stay longer. I further understand that I will be billed an additional fee for the Club House attendant at the rate of Thirty-Five Dollars (\$35.00) per hour in One-Half (1/2) hour increments.

I understand that at least one (1) hour before the end of the function, I must begin cleanup. All trash must be put in trash bags and placed in the designated area. After cleanup, renter and security guard will inspect the premises.

I understand that a security deposit of One Thousand Dollars (\$1000.00) is required, and that this check must be made payable to: **Boca Isles South POA**, and is required at the time of reservation. I agree that any costs for repairs or replacements and additional cleanup is the responsibility of the renter either through insurance or out-of-pocket. If management determines that there were no damages, and further cleanup is not necessary, then I will receive my deposit back by check from **Boca Isles South POA** within three (3) weeks.

Resident: _____
(PRINT NAME)

(Signature)

Date: _____

BOCA ISLES SOUTH POA, INC.

PARTY FINANCIAL CONTRACT

RENTAL FEE: A ***NON-REFUNDABLE*** rental fee of Four Hundred and Fifty Dollars (\$450.00) for an adult party, Four Hundred Dollars (\$400.00) for a teen party or Seventy Five Dollars (\$75.00) for a kids party was paid by the Owner/Resident on Date _____

SECURITY DEPOSIT REQUIRED: A ***REFUNDABLE*** security deposit of One Thousand Dollars (\$1000.00) was paid by:

(Owner/Resident)

On Date _____ to cover any damages or any maintenance necessary for cleanup, etc., caused by the function.

CHECK # _____ AMOUNT \$ _____ FOR RENTAL FEE

CHECK # _____ AMOUNT \$ _____ REFUNDABLE SECURITY DEPOSIT

(Owner/Resident Address)

Phone: Home _____ Work _____

Certificate of Insurance received from Owner/Resident attached? Yes _____

Certificate of Insurance and copy of license from caterer? Yes _____

I have read and hereby agree to abide by these Rules and Regulations. The party and cleanup must be completed no later than 1:00am. Cleanup must begin at least one (1) hour prior to the end of the party. If the party goes over six (6) hours, I agree to pay the attendant at the rate of Thirty-Five Dollars (\$35.00) per hour in one-half (1/2) hour increments. I further agree that any and all damages not indicated on the checklist attached are my full responsibility, and I agree to reimburse the Association for the full cost of restoration. This cost will be deducted from the Security Deposit, and all security refunds will be returned no later than three (3) weeks after the function.

MANAGEMENT: _____

DATE: _____

RESIDENT/OWNER _____

DATE _____



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CLUB HOUSE RENTAL WAIVER OF LIABILITY

THE UNDERSIGNED HEREBY agrees that any and all liability caused by, or arising from, any acts which may increase the hazard of susceptibility to loss on the described premises shall not be held against the BOCA ISLES SOUTH POA there from, and indemnify them for all losses, costs, expenses, and attorney fees in connection with the renting of the Boca Isles South Club House.

Resident: _____
(PRINT NAME)

(Signature)

Date: _____

Witness: _____
(PRINT NAME)

(Signature)

Date: _____



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PARTY RULES AND REGULATIONS

CLUB HOUSE MAIN ROOM RULES AND REGULATIONS

A. PRIVATE PARTIES

1. A service fee of Four Hundred and Fifty Dollars (\$450.00) must be paid upon booking the Club House main room. A security guard is provided for up to 10:00pm and is covered by the \$450.00 fee. A cancellation fee of Fifty Dollars (\$50.00) will be charged if not canceled prior to thirty (30) days in advance. If the party runs past 10:00pm, there will be a charge of Thirty-Five Dollars (\$35.00) per hour in One-Half (1/2) hours increments for the security guard. Maximum number of guests is Eighty (80).
2. A security deposit of One Thousand Dollars (\$1000.00) is required upon booking of each function. This deposit will be refunded three (3) weeks after the event, provided all inventories are intact and no damage has occurred. If there is property damage, the cost of repairs and/or replacement will be deducted from the security deposit or paid out-of-pocket. The Owner/Resident renting the Club House main room is responsible for the party preparations, supervision of all guests, and total cleanup.
3. **CHILDREN'S PARTIES:** A service fee of Seventy-Five Dollars (\$75.00) must be paid upon booking the Club House main room for a party for children less than twelve (12) years of age. The hours are to be from 11:00am to 3:00pm. Maximum number of children is fifty (50). At least one (1) adult per each ten (10) children must be present to supervise the party.
4. The designated area for parking is the parking lot adjacent to the Club House. If the number of vehicles exceeds the amount of space in the Club House parking lot, then parking will be allowed on the Club House side of Ocean Key Drive between the Enclave and Reserve signs. The security

guard at the gate will provide each guest with a map showing the overflow parking area.

5. **TEENAGE PARTIES** **Rental Fee is \$400.00** Any party for children between the ages of twelve (12) and eighteen (18) years of age must be under the supervision of an Owner/Resident. *If the party is an Evening Party (see Item 7 below), a uniformed off duty sheriff' or police officer (not a security guard) is required.* The Owner/Resident will be responsible for the enforcement of all Rules and Regulations *and if the party is an Evening Party, must present proof at least 48 hours before the party that a uniformed off duty sheriff' or police officer (not a security guard) has been hired to be in attendance for the entire evening.*
6. Any function held will be conducted in accordance with the documents of the Homeowners Association. The Club House is the property of **Boca Isles South POA**. There must be an attendant present during the entire function to ensure that the Club House rules are complied with.
7. **EVENING PARTIES:** 5:30pm to 1:00am.
DAYTIME PARTIES: 9:00am and 4:30pm (not to conflict with any pool party).
8. No Club House main room private parties will be held on holidays such as: New Years, Mother's Day, Father's Day, Memorial Day, 4th of July, Labor Day, Thanksgiving or Christmas.
9. Reservations may be made no earlier than six (6) months prior to the function, and no later than sixty (60) days prior to the date of the function. **Boca Isles South** Board of Directors and Committees have priority on the use of facilities. Private functions will be posed in the newsletter.
10. Alcoholic beverages are only allowed on premises within the Club House main room during reserved parties and committee-sponsored parties that are open to all residents. No alcoholic beverages are allowed in any recreational area, including but not limited to: gym, pool, pool deck, cabana area, tennis court, basketball court, and all game room areas. As per state law, no alcoholic beverages are to be served to anyone under twenty-one (21) years of age.
11. Smoking is not allowed inside any part of the Club House. Smoking is not allowed in any recreational area including, but not limited to: gym, pool, pool deck, cabana area, tennis court, basketball court, and all game room areas. As per state law, no one under the age of eighteen (18) is allowed to smoke on community property.

12. Liquor Liability Insurance must be provided as well as proof of Homeowner's Insurance by the Renter. The **Boca Isles South POA** must be named as additional insured on the policy.
13. Only Owners/Residents living within **Boca Isles South** may book the Club House facilities for private parties.
14. Payment is due upon reserving the Club House main room. If a bad check is received, the Owner/Resident is responsible for all charges incurred, and if not paid will be brought before the Fining Committee for disposition.
15. A list of reservation requests will be kept of residents planning to use the Club House on the same day. They will be notified if a cancellation occurs, and will be given the option (on a first-come, first-served basis) of reserving the main room.
16. Confirmed reservations will be accepted from 9:00am to 4:00pm, Monday through Friday.

I have read and do hereby agree to abide by these Rules and Regulations. If the party goes beyond 10:00pm (but not past 1:00am), I agree to pay for the security guard at the rate of Thirty-Five Dollars (\$35.00) per hour in One-Half (1/2) hour increments. I further agree that any and all damages not indicated on the attached checklist will be my full responsibility, and I agree to reimburse the Association for full cost of the restoration.

Resident: _____
(PRINT NAME)

(Signature)

Date: _____

Witness: _____
(PRINT NAME)

(Signature)

Date: _____



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**CLUB HOUSE “MAIN ROOM” PARTY
EQUIPMENT AND FURNITURE CHECKLIST**

(TO BE CHECKED BEFORE AND AFTER THE FUNCTION)

I, _____ do hereby agree with the condition of the Club House Main Room equipment and furniture (list attached). Any equipment or furniture not in good condition is noted below. I further agree to put the equipment and furniture back as I found them, and that any damage to the rooms, floors, rugs, equipment, and/or furniture will be covered by the One Thousand Dollars (\$1000.00) deposit, or will be paid out-of-pocket.

Owner/Resident: _____
(Signature)

Date: _____

Management: _____
(Signature)

PLEASE NOTE CONDITION OF ALL FURNITURE AND EQUIPMENT, AND NOTE ANY BLEMISHES OR OTHER DEFECTS BELOW:

EQUIPMENT & FURNITURE CHECKLIST

(TO BE CHECKED BEFORE AND AFTER THE PARTY)

RECEPTION/FRONT AREA		BEFORE	AFTER
2	Wall Sconces	_____	_____
6	Armchairs	_____	_____
1	Bar	_____	_____
12	Leather Chairs	_____	_____
10	Silk Planters	_____	_____
8	End Tables	_____	_____
2	High Top Dining Room Tables	_____	_____
8	High Top Room Chairs	_____	_____
1	Credenza	_____	_____
1	Receptionist Desk	_____	_____
1	Receptionist Chair	_____	_____
2	Moveable Benches	_____	_____
6	Throw Pillows	_____	_____
1	Water Wall	_____	_____

TV SITTING AREA		BEFORE	AFTER
3	Decorator Pieces/Silk Flowers	_____	_____
3	Small Vases	_____	_____
2	Armchairs	_____	_____
1	Couch	_____	_____
1	Loveseat	_____	_____
2	Tall Potted Silk Palms	_____	_____
1	Pool Table w/cover	_____	_____
1	Hockey Table	_____	_____
1	Large Screen TV	_____	_____
1	Ottoman	_____	_____
2	Area Rugs	_____	_____
5	Folding Tables 60"	_____	_____
1	Folding Table 50"	_____	_____
1	Folding Card Table	_____	_____
26	Folding Chairs	_____	_____
8	Throw Pillows	_____	_____

Kitchen Area		BEFORE	AFTER
1	Marble Counter Area	_____	_____
1	Microwave	_____	_____
1	Refrigerator	_____	_____
1	Coffee Maker	_____	_____
1	Miscellaneous Dishes	_____	_____

Small Card Room		BEFORE	AFTER
6	Chairs	_____	_____
1	Card Table	_____	_____
1	Book Shelf	_____	_____
1	Credenza	_____	_____
1	Silk Planter	_____	_____
2	Small Tables	_____	_____

HALLWAY		BEFORE	AFTER
2	Credenzas	_____	_____

MEN'S RESTROOM/LOCKER ROOM		BEFORE	AFTER
2	Square Padded Seats	_____	_____
1	Mirror	_____	_____
1	Shower Curtains	_____	_____
16	Lockers	_____	_____

LADIES RESTROOM/LOCKER ROOM		BEFORE	AFTER
8	Lockers	_____	_____
2	Benches	_____	_____
1	Shower Curtains	_____	_____

POKER ROOM		BEFORE	AFTER
1	Poker Table w/hard cover	_____	_____
12	Chairs	_____	_____
2	Credenzas	_____	_____
1	Silk Planter	_____	_____
1	Area Rug	_____	_____
1	Small Table	_____	_____

LIBRARY ROOM		BEFORE	AFTER
1	Card Table	_____	_____
4	Chairs	_____	_____
2	Leather Arm Chairs	_____	_____
2	Book Shelves	_____	_____
1	Area Rug	_____	_____
2	Small Tables	_____	_____
1	End Table	_____	_____