

Owners' Guide to Reserving The Windrush Bay Clubhouse for Private Use

1. Contact a Board member at least three weeks prior to the date of the event* you are requesting. If the date is available, submit an Event Request Form **with** a \$150.00 deposit at this time for approval by Board of Directors'.
2. Put a notice on all 5 bulletin boards two weeks prior to the date of the event.
3. Smoking(including E cigarettes), and cooking are not permitted in the Clubhouse.
- 4.. The use of the pool, sauna or exercise room is not permitted by a guest of the event.
5. Alcohol beverage cannot be served at the clubhouse: however, you may bring your own.
6. Party size coffee pots are available for event use. The large coffee pots take 1 hr. to perk. Recommended - 3 cups of coffee for 30 cups & 5 cups of coffee for 60 cups.
7. Rest rooms must be left available for other residents.
8. **Do Not** attach any decorations to walls, painted surfaces, glass sliders or windows.
9. If furniture is moved, please put it back where you found it.
10. Please park in a guest spot. Parking is limited
11. Complete clean up by 5pm the following day for inspection and deposit return.(a broom and dust mop are available)
12. Any violation of Rules and Regulations or damage to the premises is the responsibility of the person requesting this event.

*Please note clubhouse use is not intended for political or religious events.

Approved AT Board of Directors Meeting - April 19th, 2018

Windrush Bay Condominium Association
Clubhouse
EVENT REQUEST FORM

Name_____

Address_____

Date of Event_____

Time of Event_____to _____

Type of Event_____

Number of people expected_____

Not to exceed 60 people

Coffee pots needed. Yes_____No_____

I have read and agree to the clubhouse guidelines.

Signature Date

Deposit received_____

check ____ cash_____

Date of Deposit returned_____

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