

**SILVER SANDS BEACH & RACQUET CLUB  
MASTER ASSOCIATION**

**RESERVED USE APPLICATION FOR THE CLUBHOUSE GREAT ROOM & KITCHEN  
Revised and Approved 11-19-12**

**(Please Print)**

Applicant: \_\_\_\_\_ Owner: ( )      Tenant: ( )

Building: A ( )    B ( )    C ( )      Unit #: \_\_\_\_\_      Phone #: \_\_\_\_\_

Nature or purpose of function: \_\_\_\_\_

Specific date of reservation: \_\_\_\_\_      Hours: \_\_\_\_\_  
Month & Day      From – To

Will event be catered:    Yes ( )    No ( )

If yes, specify which kitchen appliances will be used: \_\_\_\_\_

Name and phone number of Catering Company: \_\_\_\_\_  
(Attach copy of Catering Agreement and Certificate of Insurance)

Exact number of persons attending the event: \_\_\_\_\_.

If 50 or more persons are to attend, I hereby authorize the Master Association of Silver Sands Beach & Racquet Club, to hire a security guard for the above date and time period at a rate of **\$25.00** per hour which is paid by me. A list of invited guests will be provided to the guard at least five (5) days prior to the scheduled event.

Will your event require removal, rearrangement or placement of ANY furnishings, equipment or fixtures in the Great Room Clubhouse?    Yes ( )    No ( )    If yes, state specifics: \_\_\_\_\_

**Attached is a check made payable to Silver Sands Beach & Racquet Club Master Association in the amount of \$200.00, of which \$100.00 is a non-refundable fee, and \$100.00 is a security deposit. The security deposit is to cover loss or damage to the facility or its contents. This security deposit will be returned, less charges, if any, at the completion of the event.**

I certify that I have read and understand the attached rules pertaining to the use of the Clubhouse facilities and that I, as a sponsor and host of this scheduled event, agree to abide by same and assure compliance as well by my invited guests.

I understand that the above reserved areas **ONLY** will be made accessible to my guests on the date and times specified and **that any damages, misuse or abuse by guests or host to the premises shall accrue to the unit owner or tenant hosting or sponsoring the scheduled event.**

**SILVER SANDS RESIDENTS**  
**RULES FOR RESERVED USE OF GREAT ROOM & KITCHEN**

**General:** The Clubhouse Great Room and Kitchen are available for reserved use **ONLY** to owners and resident tenants. Requests for reserved use must be submitted in writing to the Master Board of Directors (or designated person) using the approved Application Form.

**Time Available:** Reserved units may not extend beyond midnight on weeknights or Sunday, and 2:00 a.m. on Friday or Saturday evenings.

**Reservations:** Reservations may be made for the exclusive use **ONLY** of the Great Room and Kitchen by the unit owner or tenant who signs the Reservation Application and pays \$100.00 fee and a \$100.00 security deposit with the Board of Directors or its designated representative. This fee includes vacuuming before and after function and setting up/taking down the designated floor plan placements.

The security deposit will be made to cover loss or damage to the facility or its contents. This deposit will be returned, less charges, if any, at the completion of the event.

The Great Room is normally opened from 7 A.M. to midnight. Other times, the guard on duty will open the Great Room for you. After your event, the guard on duty must be notified. A designated person, in charge of the event, will let the office administrative assistant know how many tables and chairs are needed by providing a floor plan, and when you plan to set or decorate same. Air conditioning units are controlled with three thermostats in the Great Room and one in the hallway behind the Kitchen. If you change the temperature, you must turn it back to its original setting.

It is understood that an inventory will be taken by the owner and staff at the beginning and end of the event, and any missing or damaged items will be paid for by the security deposit. The cost of each item will be based on approximate replacement cost, as determined by management.

If total costs are in excess of the \$100.00 security deposit, the unit owner or tenant agrees to pay additional charges immediately.

If live music is planned for the group event, the sound level must not disturb the residents of the surrounding community or those in the Silver Sands complex.

**Restrictions:** Fire regulations restrict use and/or occupancy of the Great Room to a maximum of 120 persons. No reservation will be accepted where over 120 persons are invited or expected to attend. A reservation may not be made for the use or benefit of any organization even though the unit owner or tenant is a member of such a group. A reservation may not include use of the card room, billiard room, exercise, steam or sauna rooms, or exclusive use of the lobby. The lobby is to be used for entering and exiting the Great Room area only. Residents have ingress and right of entry to other areas of the building.

Reserved use of the Clubhouse shall not conflict with any Association use such as Board meetings and previously scheduled Association use. Conflicts shall be referred for resolution to the Master Association Board of Directors or their designated representative. There is an absolute prohibition against removal or rearrangement of **ANY** furnishings, equipment or fixtures in the Clubhouse or surrounding grounds by any owner, tenant or guest. No cooking is allowed outside of the Kitchen, and no outside cooking or barbecue grills are allowed. **ANY** exceptions shall specifically be approved in advance by the Master Association Board of Directors or its representative. Likewise, **NO USER** may install, place or store personal furnishings, equipment, fixtures or other property without specific approval of the Master Association Board of Directors or its representative.

**Parking:** Guest parking for reserved use of the Clubhouse shall be in the Clubhouse lot.

Signed: \_\_\_\_\_  
Applicant

Date: \_\_\_\_\_

Approved: \_\_\_\_\_  
OR (Master Association)

Disapproved: \_\_\_\_\_  
(Master Association)

Other Conditions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason – If  
Disapproved: \_\_\_\_\_

# **TV MOUNTED FIRE PLACE**



**DANCE  
FLOOR**

## **KITCHEN**

## **ENTRANCE DOOR**

Please indicate with circles in the area that you would like the table to be placed also please write the number of chairs in the center of the circle. Please indicate in rectangles where you would like us to place rectangle table for a buffet, drinks, and/or gift tables.

Large Round Tables can comfortably set 8 – 10 if necessary.

There are 5 sofas, 4 barrel chairs, 5 coffee tables and 2 wing chairs in the room,

Do you want them removed for your function? Yes\_\_\_No\_\_\_

If no, please indicate which furniture's you would like removed and which ones you would like to keep, also please indicate where you would like us to place the furniture.

Thank you,

If you have any questions please contact the condo office at 727-360-4706