Portofino Shores

Portofino Shores Property Owners Association, Inc

REQUEST FOR CLUBHOUSE USAGE

Residents are allowed 5 guests per adult resident. Requests must be detailed; any request that does not meet this requirement will be submitted to the Board of Directors for approval. **This request does not include pool usage.** Please see the attached Clubhouse Usage Check List for set up and breakdown instructions.

Name of person making request: _____

Property Address: _____ Telephone number: _____

Date of function: _____

Time the function is to begin and end, **including set-up & clean-up**: _____

Type of function: _____

Total number of adult residents (that reside in Portofino Shores): _____

Total number of non-resident guests: _____

Total amount of minor guests: _____   Age bracket: _____

Total number of expected guests: _____

How will food be provided? (i.e., catered, brought from residence etc.)

Will alcohol be served? (Please circle one)   Yes   No

Will you being charging for tickets? _____ If yes, what will the charge be? _____

Will this charge exceed the costs of your function?_____

Signature of person(s) making request: _____ Date: _____

A $500.00 deposit is required.   **Check # _____**

The Association resident authorized to use the facility recognizes the deposit of $500 will be returned only if the Clubhouse is left in broom-clean condition and undamaged. The resident approved to use the Clubhouse recognizes he or she will be billed for any repairs or cleaning undone, and that the Association has the authority to collect these reasonable costs by any legal means, including retention of some or all of the deposit, fines, and attachments, including legal fees.

Please be advised there are no cooking appliances available at the clubhouse. No children are to be left unattended/unsupervised at any time in any of the clubhouse facility areas (i.e., bathrooms, pool deck & pool area, fitness center, tot room, playground, tennis courts, volley ball court, bocce ball court or parking lot). No-one is allowed in the clubhouse that is wet or without proper attire. A list of your guests must be provided to the guardhouse.

Revised 2/22/17