COLONY COVE FACILITY RESERVATION FORM

Today's Date: _____ Event Date: _____

Facility Requested: Harmony Manatee Ellenton Friendship
Bayshore House Bayshore Card Room Pavilion Glass Room (Please circle one)

Reservation by: Name: _____

Address: _____ Phone #_____

Activity/Function: _____

Time Requested: From _____To:_____ Starting Time of Event: _____

Estimated Function Attendance; _____

IMMEDIATELY ADVISE HOA CALENDAR COORDINATOR OF ANY CANCELLATION OR CHANGE.

Other than Single Event (please indicate): ____Weekly ____Monthly ____Other

Start-Month/Date:_____ End-Month/Date:_____

A SECURITY DEPOSIT OF $300.00 PAYABLE TO COLONY COVE HOME OWNERS ASSOCIATION IS REQUIRED FOR ALL RESERVATIONS FROM PRIVATE PARTIES.

RULES AND GUIDELINES FOR THE USE OF COLONY COVE FACILITIES

ALL COLONY COVE FACILITIES (Ellenton Hall, Friendship Hall, Harmony Hall, Manatee Hall, Bayshore House, Bayshore Card Room, Pavilion and Glass Room) may be used only by Residents, Clubs, and Organizations of Colony Cove. Outside groups or organizations, as well as events that are political, a church, or commercial in substance, will not be permitted use of said facilities.

All requests to reserve a facility must be made to, and confirmed by, the HOA calendar coordinator. The date and time of use will be noted on a monthly calendar of the facility requested, and posted on the HOA web site. Be sure reservation request includes setup and cleanup time. **NOTE:** Reservation does not include access to swimming pools and shuffleboard courts at all halls or to poolrooms at Ellenton and Harmony halls. Poolrooms may be closed during major events. Attendees of a function are not permitted to use facilities other than those reserved for that function.

Contact Management Office; phone 722-6683, if Gate access needed or if A/C needs adjusting.

The SECURITY DEPOSIT of three hundred dollars ($300.00) will be refunded after the facility is checked and everything is in order. The Security Deposit check must be received at least thirty (30) days before any requested use. Any resident reserving a facility agrees to be responsible for any damages. All tables and chairs, if moved, must be returned as they were

arranged prior to use in any facility, and if not, the SECURITY DEPOSIT WILL be forfeited. The expense of any damage incurred in the use of any facility will be deducted from the Security Deposit. In the event damages or expenses exceed the amount of the Security Deposit, requester will be billed for the additional amount, payable in 30 days. Requester, following the facility being checked, should contact Calendar Coordinator and make arrangements to pick up Security Deposit or advise Coordinator to destroy. All checks not reclaimed will be destroyed sixty (60) days after the scheduled event.

Tables and chairs may NOT be moved outside or away from any facility without the prior approval of the Home Owners Association Board.

When food is being served, the tables must be washed, and table coverings or place mats used.

Floor must be clean and free of litter. Lights, ceiling fans, stage fans, sound systems and A/C (if applicable) must be turned "OFF" when leaving. All outside doors must be closed during use and when leaving any facility. Clean all kitchen counters, stove and oven (if used), rolling carts (if used), sweep/vacuum and mop floor and close serving window. Empty and clean the refrigerator and freezer of function contents. Turn off lights, fans, etc.

GRILLS for PRIVATE parties may only be used at Bayshore House and at the Pavilion.

No smoking permitted in any facility and occupancy limits posted in a specific facility shall not be exceeded.

All decorations put up for any function must be removed and any prior decorations or signs that are removed MUST be replaced.

Requester must supply all expendables such as coffee, condiments, napkins, ice, dish detergent, paper towels and related items. If needed, be sure to check on availability of pots, pans, coffee pots, roasters, utensils, etc. as these vary depending on the facility.

All trash must be bagged, tied and placed in the outside bin. NO ICE OR LIQUID IN TRASH BAGS PLEASE. Furnish and put new trash bags in containers. DO NOT LEAVE TRASH AT THE PAVILION OR BAYSHORE HOUSE. REQUESTER MUST TAKE TRASH HOME, OR TO THE TRASH COLLECTION AREA AT MANATEE HALL.

SPECIAL NEED REQUEST:
Every effort will be made to accommodate a special need request for a funeral or memorial service. The HOA Calendar Coordinator will execute the request form for record purposes.

PLEASE READ AND SIGN BELOW

I understand that the Home Owners Association of Colony Cove is NOT responsible or liable in any way for accidents or unforeseen events which may occur. Resident is responsible for all actions of attendees and permitted guests of a function.

I acknowledge that I have read the above and understand the Rules and Guidelines, with which I shall comply.

Signature of Requestor: _____Date:_____

Processed: Date: _____ by: _____
HOA Calendar Coordinator