

LOUNGE RESERVATION INSTRUCTIONS

All required information with deposit must be returned to office a minimum of **14 days** prior to the event. You will need:

1. A completely filled out and signed Lounge Reservation Form.
2. An alphabetical list of those attending must be attached to the agreement.
3. Your event to last no later than 12:00 a.m.
4. A deposit check to Plaza South Association in the amount of \$500.00 (covers cost of security guard and/or kitchen overseer *if required*, set up and cleaning *if required*). Unused balance will be refunded.
5. Proof of insurance (**All Certificates of Insurance naming Plaza South as an additional insured**) must be provided to Plaza South Association insuring the Unit Owner for this specific event and for any hired professionals (i.e. entertainers and/or caterers, etc.) in amounts and as outlined in the Agreement for Use of Recreational Facility.
6. Owners who reserve the lounge for private functions and hire caterers must employ a designated Plaza Staff employee to oversee the kitchen and lounge areas. Caterers may use the appliances in the kitchen but must provide their own dishes, flatware, glassware, coffee urns, serving pieces, chafing dishes and linens. **Caterers MUST remove all their equipment at the end of the event.**
7. Caterers hired for a private function may not use the barbeques or barbeque area.
8. Cleaning of the lounge, kitchen appliances, counters and floors, and trash removal are the responsibility of the USERS.
9. Residents must **sign** Agreement For Use Of Recreation Facilities (Pg. 4, Users) and fill in Personal Injury and Property Damage amounts. Be sure to name your Insurance Company.
10. When the above is returned, you will be issued a Receipt of Security Deposit Form.
11. All of the above must go to the Board for approval.

Unit Owner MUST remain in Lounge until caterer and/or entertainment has removed their equipment and left the premises.

**PLAZA SOUTH
LOUNGE RESERVATION**

INFORMATION SHEET

Date: _____ Deposit check# _____ Amount \$ _____

Unit Owner Name: _____

Purpose of Reservation: _____

Day* and Date of Event: _____ Time* From _____ to _____
(*Cannot be on Monday or Tuesday nights) (*No later than 12:00 a.m.)

Number of people attending: _____ Number of vehicles expected: _____

Catering: YES _____ NO _____

Caterer Name: _____ Phone#: _____

Entertainment: YES _____ NO _____

Entertainment by: _____ Phone#: _____

Other outside vendor: YES _____ NO _____

Vendor name: _____ Phone#: _____

All outside service providers **MUST** show proof of insurance, naming the Association as additional insured and any applicable licenses prior to the event.

All unit Owners **MUST** provide proof of Liability and Property Damage insurance naming the Association as Additional Insured prior to the event

Alphabetical list of those attending (Attached sheet to be submitted 14 days prior to event.)

Unit Owner Signature: _____

FOR OFFICE USE

Reservation: Approved _____ Disapproved _____

Security Guard necessary: YES _____ NO _____

Lounge Staff necessary: YES _____ NO _____

General Manager: _____

President or Board Member: _____

AGREEMENT FOR USE OF RECREATION FACILITIES

Updated September 19, 2016

This Agreement is made this ___ day of _____, 20__ by and between PLAZA SOUTH ASSOCIATION, INC. (hereinafter "ASSOCIATION") and those persons listed below (hereinafter "USERS"), being the owners of units in Plaza South Condominium.

This Agreement is made for the purpose of granting USERS the right to reserve of the recreation facilities of the Condominium or Association on such dates and during such times as may be determined from time to time by ASSOCIATION through its Board of Directors or such officers or agents as the Board may authorize. USERS may not, however, during the period of any such reservation, deny the use of recreation facilities at any time to any member of ASSOCIATION, except as provided herein, nor condition the use of such facilities by said member upon the payment or any fee or admission charges, although voluntary contributions may be solicited from members.

1. RULES & REGULATIONS USERS hereby agree to abide by and conform to all rules and regulations of ASSOCIATION as contained in the ASSOCIATION documents.

2. INDEMNIFICATION USERS hereby agree to hold ASSOCIATION harmless and to indemnify it against any public liability and/or property damage liability which may arise or accrue by reason of the use by USERS of the facilities. The ASSOCIATION shall not be responsible for any damage or injury that may happen to USERS or to USERS' agents, servants, employees or property from any cause whatsoever, during the period covered by this Agreement and USERS hereby expressly release ASSOCIATION from and agree to indemnify it against any and all claims for such loss, damage or injury.

3. INSURANCE USERS hereby agree to assume all responsibility for insurance respecting the facilities during use under this Agreement, and to assert no claim of coverage under any insurance policy of ASSOCIATION during the period of such use, and hereby agrees to provide ASSOCIATION with Certificates of Insurance in the name of the Unit Owner and naming the Association as additional

insured in the following amounts evidencing that said insurance is in full force and effect during the use of the facilities:

\$1 mil/\$2 mil Personal Injury

\$1 mil/ \$2 mil Property Damage

In addition, all outside service providers **MUST** show proof of insurance naming the Association as Additional Insured and any applicable licenses.

Any and all proof of said required insurance shall be provided to the Association 14 days prior to the event.

3. COVENANTS

a) USERS will comply with all laws of the United States, the State of Florida, all ordinances of Broward County and all rules and requirements of the local police and fire departments, and will pay any taxes or fees due to any authority arising out of USERS use of the facilities.

b) USERS shall not injure, nor mar, nor in any manner deface said premises, and shall not cause or permit anything to be done whereby said premises shall be in any manner injured, marred or defaced.

c) If said premises, furnishings or any portion of said building during the term of this Agreement shall be damaged by the act, default or negligence of any of the USERS, or of any of the USERS agents, employees, patrons, guests or any persons admitted to said premises by any of the USERS, USERS shall pay to ASSOCIATION upon demand such sum as shall be necessary to restore said premises to their present condition.

d) USERS shall be responsible for any attorneys' fees and costs incurred by ASSOCIATION in enforcing any of the provisions of this Agreement. Any sums of money owed by USERS pursuant to

the terms of this Agreement or which may be owed as a result of a breach of any of the terms hereof shall be treated as an assessment against USERS apartments for any unpaid assessment and interest thereon, together with reasonable attorneys' fees incurred by ASSOCIATION incident to the collection of the assessment or enforcement of such lien. Assessments and installments due thereon not paid when due shall bear interest from the due date until paid at the highest rate allowed by law. ASSOCIATION may bring an action in its name to foreclose a lien for assessments in the manner a mortgage of real property is foreclosed and may also bring an action to recover a money judgment for the unpaid assessments without waiving any claim of lien. The lien and foreclosure procedure shall be in accordance with the applicable Declaration of Condominium and the Florida Condominium Act.

4. APPLICATION

USERS application to reserve the lounge for a private function must be submitted to the General Manager, in writing, at least fourteen (14) days prior to the private function and no more than sixty days in advance. The application may only be made by a resident of Plaza South and the resident is required to attend the function and be responsible for invitee behavior, vehicle parking, property damage and cleanliness of the lounge after the function.

5. SECURITY DEPOSIT

USERS hereby agree to pay to ASSOCIATION prior to their use of the facilities any security deposit determined by ASSOCIATION through its Board of Directors to be necessary, and such deposit may be used by ASSOCIATION to pay any expenses hiring guards or a kitchen overseer, of cleaning and/or repairs or replacement required after use of the facilities by USERS. Refund of any unused deposit or requirement of payment of additional deposits shall be at the discretion of ASSOCIATION.

At the same time the application is submitted in writing, a security deposit in the amount of \$500.00 must be provided. This security deposit is for guard duty and/or kitchen overseer (see #10), if required, set up of the room, damages to property or décor and cleaning if required. After the function, the lounge will be inspected for damages and cleanliness. If the lounge is in an acceptable condition, the security deposit will be returned less any charges. Cleaning of the lounge, kitchen appliances and counters, and trash removal are the responsibility of the USERS or their agents. Caterers may use the appliances in the kitchen, but must provide their own dishes, flatware, glassware, coffee urns, serving pieces, chafing dishes, and linens. Caterers hired for a private function may not use the barbeques or barbeque area. Caterers MUST remove all their equipment at the end of the event.

6. MAX OCCUPANCY

At a private function, the number of invitees is limited to ninety-five (95).

7. INVITEES

An alphabetized list of invitees must be provided in writing to the General Manager fourteen (14) days prior to the use of the lounge. (Those invitees residing at Plaza South must be designated with an asterisk.)

8. PARKING

No more than fifteen (15) non-resident owned vehicles are allowed to be parked on Plaza South property for a private function. Invitees must register their vehicle at the security desk and hang a provided parking permit on their rear-view mirror. USERS must find alternate parking facility off premises for vehicles over this amount.

9. SECURITY

If there are twenty (20) or more guests, extra security must be provided and paid for by the resident reserving the lounge. The security guard must be in attendance to maintain proper order and decorum. Invitees shall not wander throughout the property, but shall confine themselves to the main

corridor, the lounge and the restrooms. The pool, pool deck and the beach are not allowed to be used by invitees during private functions.

10. BLACK-OUT DATES

The lounge is not available for private parties on New Year's Eve, Valentine's Day, Memorial Day, July Fourth, Labor Day, Halloween, Thanksgiving Day, Christmas Eve, Christmas Day and Hanukkah.

Signed this ____ day of _____, 20__

By: _____ Unit# _____

Print name

Amended September 19, 2016