

**MATANZAS SHORES OWNERS ASSOCIATION (MSOA)**

**AUTHORIZATION FORM FOR PRIVATE FUNCTION-  
BEACH CLUB (“Premises”)**

NUMBER OF PEOPLE EXPECTED \_\_\_\_\_

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_

FUNCTION DATE \_\_\_\_\_ TIME \_\_\_\_\_ TO \_\_\_\_\_

USE OF KITCHEN FACILITIES REQUESTED? YES \_\_\_\_\_ NO \_\_\_\_\_

**DEFINITIONS:**

**PRIVATE FUNCTION:** An event at which a resident uses the Beach Clubhouse for his/her personal event. Select invitations are sent and most of the guests are not residents.

**COMMUNITY FUNCTION:** An event that is posted and all homeowners are invited to attend. Certain exceptions may be made in order to accommodate as many owners as possible. Since fire codes must be followed, attendance at these events may require reservations. This Application Form is not applicable to use of the Beach Clubhouse for Community Functions.

**APPLICANT UNDERSTANDS AND ASSUMES THE FOLLOWING RESPONSIBILITIES:**

1. The use of the Beach Club Facility is limited to residents and their guests. Private functions are limited to no more than 50 people. This includes guests, service personnel, entertainers, etc. The host is responsible for the conduct of guests and must be present until the last person leaves.
2. All Private Functions must be approved by the Matanzas Shores Owners Association (MSOA) Board of Directors or its delegate.
3. Functions are allowed between the hours of 10:00 AM and 10:00 PM. Parties are limited to 4 hours, with an additional 2 hours for set-up and 2 hours for breakdown and cleanup.
4. Authorization requests must be made at least 30 days in advance (except in the case of memorial services when the full advance notice period may be waived) and no sooner than 12 months in advance.
5. A non-refundable User fee will apply to all Private Functions. The User fee for the Beach Clubhouse is \$250. A check for the applicable User fee along with all required accompanying documentation (i.e., proof of insurance coverage) should be attached to the application.
6. In addition to the User fee, a security deposit in the amount of \$1,000 is applicable to all Private Functions and should also be attached to the application. The deposit check will be cashed when the application is submitted. The security deposit will be refunded to the Applicant provided that the Applicant and his/her guests adhere to the terms of this contract, including the Rules and Regulations for Common Facilities Usage which are attached hereto, as well as any applicable provision of any of the

Matanzas Shores Homeowners governing documents which are incorporated by reference into this contract.

The security deposit will be refunded only to the extent that the facility is returned in as clean and good condition as found at the inception of the function, including but not limited to, returning all furniture to its original position and placing trash in proper containers. If the security deposit is not sufficient to cover damages to property, cost of clean up or repair, or rules infractions, or any other performance deficiency, then Applicant is responsible for such additional costs and will remit the additional payment to the MSOA within 30 days after receipt of notice of the deficiency amount.

7. Applicant should attach proof of general liability insurance coverage covering the Private Function, which insurance should have minimum amounts of at least \$300,000 in the aggregate and \$150,000 per each occurrence. Such insurance shall name the MSOA and its directors, officers, agents and employees each as an additional named insured, and to the fullest extent allowed by law, the policy must include a waiver of subrogation in favor of MSOA, and its directors, officers, agents and employees.
8. Authorization of and the approval of the application does not include use of the pool or pool deck as part of this reservation. The patio on the North side of the building may be used if approved as part of the original application/request. Applicant and Guests should use the entry gate on the West patio instead of the pool deck entry gate. Access to the restrooms is allowed across the pool deck.
9. Parking is to be in the designated facility parking area only. The number of spaces will be determined by the Management Company based upon the anticipated guest count. If more than 25 guest spaces are requested the Management Company will determine where additional spaces are to be located.
10. Private Function reservation dates exclude all holidays and holiday weekends, including but not limited to:

New Years (Eve and Day)	Memorial Day
St. Valentine's Day	Independence Day
Easter Week-end	Labor Day
Mother's Day	Thanksgiving
Father's Day	Christmas
11. The furniture may not be removed from the Beach Club. Kitchen service items are the responsibility of the Applicant.

**BY EXECUTING THIS AGREEMENT APPLICANT ASSUMES ALL RESPONSIBILITIES AS OUTLINED IN THIS AGREEMENT. TO THE FULLEST EXTENT ALLOWED BY LAW, APPLICANT RELEASES, WAIVES, DISCHARGES, AND WILL HOLD HARMLESS MATANZAS SHORES HOMEOWNERS ASSOCIATION, AND ITS OFFICERS, DIRECTORS, EMPLOYEES, AGENTS AND REPRESENTATIVES, PAST OR PRESENT (HEREINAFTER JOINTLY REFERRED TO AS "THE RELEASED PARTIES") FROM ANY AND ALL CLAIMS, SUITS, LIABILITIES, JUDGMENTS, COSTS AND EXPENSES ("CLAIMS") FOR ANY PROPERTY DAMAGE, PROPERTY LOSS OR THEFT, PERSONAL INJURY OR ILLNESS, DEATH OR OTHER LOSS ARISING FROM OR RELATING TO APPLICANT AND APPLICANT'S GUESTS USE OF THE PREMISES. APPLICANT ALSO AGREES TO DEFEND, INDEMNIFY AND HOLD HARMLESS THE RELEASED PARTIES FROM AND AGAINST ANY CLAIMS ARISING FROM OR RELATED TO APPLICANT'S OR ITS GUESTS ACTS OR OMISSIONS IN CONNECTION WITH APPLICANT'S USE OF THE PREMISES.**

NAME (PRINT)\_\_\_\_\_

SIGNATURE\_\_\_\_\_DATE\_\_\_\_\_

PHONE\_\_\_\_\_

SECURITY DEPOSIT

RECEIVED BY\_\_\_\_\_DATE\_\_\_\_\_

USER FEE\_\_\_\_\_ RECEIVED BY\_\_\_\_\_DATE\_\_\_\_\_

CHARGES FOR DAMAGES/ RULE INFRACTIONS \_\_\_\_\_

DEPOSIT RETURNED TO APPLICANT \_\_\_\_\_DATE\_\_\_\_\_