

Procedure to Reserve the Clubhouse at Maidstone Landing

Approved by Board of Directors- 8/23/2022

General Understanding: The Clubhouse at Maidstone Landing is the property of the Maidstone Landing HOA and as such all-unit owners in good standing have the right of use and access to the building. Those rights come with responsibilities to the rest of the community and the following procedure has been approved by the Board of Directors for a private reservation for the Clubhouse. Although the Clubhouse is always open to unit owners, past community practice has been to honor the privacy of the partygoers. The Board believes that tradition is both well-intentioned and neighborly and we support its continuance.

Size of Function: Minimum of 12 and maximum of 50 people to qualify for a reservation

Availability for Clubhouse Reservations:

From Memorial Day to Labor Day (in-season)

Non-refundable Use Fee: \$350. Refundable Reservation Fee: \$250.

Reservations can be made **starting at 7pm and ending no later than 11pm. (Set-up at 6pm)**

After Labor Day and before Memorial Day (off-season)

Non-Refundable Use Fee: \$250. Refundable Reservation Fee: \$250.

Reservations may be made for afternoon or evening events (ending no later than 11pm).

Events may last approximately 4-5 hours. Set-up time can't exceed 1 hour before event start. (Residents may use the Fitness Center and lower-level rest rooms during set-up time.)

Procedure for Reserving the Clubhouse

Contact PMI Gold Coast in writing by letter or email using a Reservation Form at least 45 days before the scheduled date of the event. The application must be filled out completely and will serve as a contract between the unit owner and the HOA upon its completion. It includes your name, unit number, phone number as well as other necessary information.

1. PMI Gold Coast will forward the request to the Board for its evaluation and approval at its first meeting after receipt of use fee and reservation fee checks.
2. **Reservations will be evaluated on a *first come first serve* basis. Community events take precedence over resident requests for use of Clubhouse.** If approval is granted, PMI Gold Coast will forward a completed copy of the reservation application, signed by the BOD, or its agent, to the unit owner and post a notice regarding the event at the Mail Kiosk and via email approximately 2 weeks in advance.
3. The HOA will provide a post-party checklist to PMI Gold Coast to conduct a post-party review of the venue. **The reserving resident will be responsible for the repair of any damages that may occur during their event.**

APPLICATION TO RESERVE THE CLUBHOUSE AT MAIDSTONE LANDING

Resident's Name: _____ Date of Event _____

Address: _____

Phone _____ Email _____

Number of People: _____

Start time _____ **End time** _____ (11PM cut-off time) **Set-Up** _____ (1 hour before start)*

Fee for use: In-Season: \$350.00 (non-refundable) Off -Season: \$250 (non-refundable)

Reservation Fee: \$250.00 Will be refunded if no damage is done (per post-party checklist)

Rules for use:

1. All party supplies and decorations must be removed at the end of the event.
2. Kitchen should be thoroughly cleaned, including counters and floors, with nothing left in the refrigerator. Furniture should be put back in place if moved. Garbage should be removed and brought to your unit. Please check all rest rooms for cleanliness.
3. Caterers must have their own insurance, submitted in advance to PMI Gold Coast.
4. Due to limited parking, guests must be ferried to the Clubhouse. Parking is not permitted along the curb opposite the Clubhouse or in front of nearby condos.
5. **The pool, pool deck and lower level of the Clubhouse, including the Fitness Center, are off limits for party attendees, except for use of the Rest Rooms.**
6. No Smoking.
7. Children under 16 must be supervised by an adult.
8. Loud music is prohibited.
9. No pets are allowed in the Clubhouse and on upper decks.
10. Please use table coverings and coasters when placing food and/or drinks on table(s).
11. When the event is over, if you used the upper decks, please close umbrellas and place them in storage bin, put chairs back in place and lock doors. When leaving Clubhouse, please adjust temperature, turn off lights, close windows, and lock front door.

I have read and understand Rules for Clubhouse Use:

Resident Name _____ Date _____

Approved: _____ Date _____