

Broadway Promenade  
1064 N. Tamiami Trail, Sarasota, FL 34236  
Phone 941-951-0260 Fax 941-953-3970

**CLUB ROOM RESERVATION**

**PLEASE NOTE THAT THE CLUB ROOM IS FOR RESIDENTS ONLY AND IS FOR PRIVATE PERSONAL EVENTS. THE RESIDENT MUST BE PRESENT AT ALL TIMES DURING THE EVENT, INCLUDING SET UP AND CLEAN UP. THE CLUB ROOM CANNOT BE USED FOR CORPORATE BUSINESS FUNCTIONS UNLESS ALL RESIDENTS ARE INVITED**

Name \_\_\_\_\_ Unit # \_\_\_\_\_

Room Reservation Date \_\_\_\_\_ Hours Needed \_\_\_\_\_ Number of Guests \_\_\_\_\_

Brief Description of Event \_\_\_\_\_

This Reservation Agreement ("Contract") by and between the Broadway Promenade Condominium Association, Inc. ("Association") and \_\_\_\_\_ (Resident), dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ is for the purpose of reserving and using the Broadway Promenade Club Room and/or Catering Kitchen, known as the ("Facility"). It is expressly understood that this Contract is between the Association and the above-named Resident. Resident shall not have any right to subject the Facility to any outside individuals, agencies, groups, or associations without the expressed written approval of the Association.

There is a **\$200.00 refundable security deposit** required to reserve the Facility. The deposit will be returned providing the Facility is restored to its original clean and undamaged condition. Cleanup and damages are the responsibility of the Resident who sponsors the Reservation, and who must be present for the duration of the event. There is a separate **non-refundable usage fee of \$50.00. Please issue two checks** for the above amounts, made payable to the **Broadway Promenade**, and submit with this Reservation Form to the office for approval and scheduling. **No Cash.**

The Resident will be responsible for all damages, if any, to the Facility. Prior to the Resident taking possession of the Facility, the Resident and Association's designated representative, together, may inspect the facility for pre-existing damage. If any are found, the details shall be noted on the reverse side of this agreement. The next business day, the Association's designated representative, and Resident, if Resident so desires, will re-inspect the facility for damage. By signing this contract, the Resident acknowledges that Resident is fully responsible for 100% of the cost of any and all damages.

Resident shall not have any right to use the Facility for any commercial endeavor without the expressed written approval of the Association. Resident shall not use the Facility for any unlawful purpose. Resident shall abide by the rules governing the Facility. Resident will quietly surrender possession of the Facility no later than 11:00 PM. Later use must be approved in writing by the Association or Property Manager.

Resident will cause all guests to abide by any and all rules established or may be established by the Association. By signing this Contract, Resident assumes all risk of injury, unless caused by the gross negligence of the Association, and Resident shall indemnify the Association from any and all legal action that may be brought against the Association. All guest parking for this event will be limited to non-reserved open spaces located on the Broadway Promenade property. For events expecting more than 20 outside guest vehicles, the Resident must arrange in advance for parking management assistance or provide valet parking.

Resident, guests, contractors, entertainers, musicians, or caterers may not use the loading dock, service elevator hallway, residential lobby, or any common element rooms to stage or store catering, food or service equipment, furniture, chairs, or tables. **Ice sculptures, candles and beer kegs are not permitted** in the Facility.

All furniture and tables are to be returned to their original locations at the end of the event. Broadway Promenade employees ARE NOT responsible for set up, breakdown or moving of furniture for said events.

Loudspeakers, amplified musical instruments, public address systems, and live musical performances of any type must be approved by the Association at least 24 hours in advance of the event. None are to be at the pool area without advanced permission from the Association or Property Manager.

Use of the Facility does not entitle you to use of the pool area. Guests are allowed outside Facility under covered portico only. **No glass is permitted outside of Facility doors.** Grill use is limited to one hour and must be scheduled in advance at the concierge's desk.

Resident Signature \_\_\_\_\_

DATE \_\_\_\_\_

APPROVAL \_\_\_\_\_

DATE \_\_\_\_\_

Management/Board Member Signature