



**MOON BAY CLUBHOUSE / BBQ & BEACH RESERVATION & WAIVER FORM (Hold Harmless/Indemnify HOA)**

\$200 minimum use fee @ 6 hour block 10am-4pm or 4pm-10pm or all day \$400 (non-refundable / non-transferable) — payable to Moon Bay Condo Association.

Reservation Date (MTWTFSS & MM/DD/YYYY) \_\_\_\_\_

Time (from – to incl. prep/cleanup time) \_\_\_\_\_

Event Purpose: Wedding, Birth Day, Anniversary, other \_\_\_\_\_

**Clubhouse Rules** (Verify Date Available <https://www.mbkeylargo.com/p/Calendar-Slip-28ClubhouseSheriff> )

1. There shall be no smoking in the Moon Bay Clubhouse or the restrooms.
2. No pets of any kind are permitted in the clubhouse (exception ADA compliant & as per FL statutes "service" dog)
3. All children 12 and under shall be supervised at all times while in the recreation areas, including the clubhouse.
4. The clubhouse is available for private use for a nominal fee (min.\$200) and **a damage deposit if assessed payable to Moon Bay (must leave room clean, trash moved to dumpsters or recycling)**--booking no earlier than 90 days out and must indicate # guests, specific date/times and hold harmless / indemnity release by owner. Please email reservation application to property manager office/company for additional information [asstmanager@guaranteemgt.com](mailto:asstmanager@guaranteemgt.com) for board approval then posted on portal calendar as placeholder. Clubhouse is limited to owners only and owner(s) must be present during the function. **Reservation limited to 6 hours blocks--for example: mornings (10am-4pm mostly kids parties) afternoons (4-10pm weddings, birthday parties, etc.). Entrance gate access must be managed by the owner and parking off site for guest parking overflow. Entire Day can be reserved for 2x use rate (\$400 for 10am-10pm).**
5. Clubhouse cannot be reserved on holidays such as New Year's Eve/Day/Weekend, Super Bowl Sunday, Mother/Father Day, Memorial Day, July 4th, Labor Day, Thanksgiving Day and Christmas Day.
6. Access to clubhouse bathrooms must be available at all times regardless of reservation.
7. In order to insure the comfort of the Moon Bay community, all noise including that of the television and radio, must be kept at an acceptable level. Security may advise that the doors be closed to aid in keeping the noise down.
8. The ping-pong or foosball table shall not be used for any other purpose. **Do not pin/tape or damage painted/shiplap walls. DO NOT MOVE FURNITURE OUTSIDE THE CLUBHOUSE**—you can rearrange, but when done return to original setup (take pics before/after)....at most some storage inside men/women's Sauna rooms to free up space and ping-pong table foldable.
9. **Quiet hours 10pm-8am, cleanup and turn off lights/fans when done.**
10. The management and security staff of Moon Bay governs the Moon Bay Clubhouse. Individuals utilizing the Moon Bay Clubhouse are subject to comply with requests by the management and security in order to protect the assets of the association, as well as, keep the peace of the community. Management reserves the right to limit access to the clubhouse at any time.

**Reservations approved on a first come, first serve basis.** A minimum \$200 use fee and a signed waiver are required. Furniture, appliances or equipment belonging to the clubhouse may not be removed. The clubhouse, appliances and cooking utensils that are used must be cleaned. All garbage and trash must be wrapped, bagged, and removed (dumpster). **Parties are not to exceed a maximum of 25 guests.** Any damage billed at cost to the owner afterwards based on repairs made (please take pictures before/after to avoid any misunderstanding).

If Security receives any complaints regarding any party, they will notify the host/home owner. It is the responsibility of the host/home owner to address the issue immediately. If Security returns a 3<sup>rd</sup> time for the same complaint, the party may be disbursed. Due to unforeseen circumstances, Management reserves the right to modify or cancel reservations.

I have read and understood the rules for utilizing the clubhouse and/or barbecue grills as stated <https://www.mbkeylargo.com/p/Rules-and-Regulations>

Reservations made by (print name "and" sign / date) \_\_\_\_\_

Owner contact info & unit # (Cell & Email) \_\_\_\_\_

Name / cell / email of guest hosting the event \_\_\_\_\_

**(Must be renting unit minimum 7 day stay – owner representative must be present and ensure assigned parking/dock spaces not taken)**

CC: Board [josechao.cpa@gmail.com](mailto:josechao.cpa@gmail.com) & Guarantee Management Services [asstmanager@guaranteemgt.com](mailto:asstmanager@guaranteemgt.com)