



Clubhouse Reservation Request

Contact Information:

Name: _____

Building No. _____ Unit No: _____

Phone Number: _____ Alternate Phone Number: _____

Event Information:

Date of Event: _____ Using clubhouse or Screened lanai? _____

of Expected Guests: _____ Type of Function: _____

Start Time: _____ End Time: _____ (*End time cannot exceed 10:00 p.m.*)

1. Security must be hired for all events from setup time to completion of clean up. Rate is \$35.00 per hour payable to the guard in cash, unless subject to overtime rate. Arrangements with Global Security must be completed no less than 10 business days before the event start.
2. Due with this application is a non-refundable check for rental fees in the amount of \$200.00 as well as a refundable check for cleaning fees in the amount of \$100.00 both made payable to Positano Place Master Association. **Please attach both checks to this reservation form.**
3. Please allow ample time for set up and clean up.
4. Maximum number of people in attendance shall be 55 or as approved by management.
5. Event organizers shall encourage car-pooling and limiting the number of vehicles on site.
6. Event organizers must provide trash bags as well as dispose of the trash at the end of the event to the community compactor.
7. Alcoholic beverages are prohibited without prior approval and signed waiver.
8. Returned deposit checks will be available for pick up on the next business day.

I, _____ have read and understand the Clubhouse facilities use policy as described.
Print Name

Signature: _____ Date: _____

Office Use

Rental Fee Check # _____ Cleaning/Damage Check # _____

Owner Approval Owner Phone No. Owner Email Date

Approval Date