

SAVINA SOCIAL LOUNGE APPLICATION

MANAGEMENT USE ONLY

Date Received:	Entered in Calendar:
Time Received:	Confirmation Letter:
Staff Name:	Check Returned:
Entered in Reservation Book:	Guest List Received:

APPLICATION MUST BE SUBMITTED SEVEN (7) DAYS PRIOR TO USE
Cancellations must be made at least forty-eight hours in advance to assure return of Usage Fee

Resident Name:		Residential Unit No.:
Phone (Day):	Phone (Evening):	Event Type:
Date of Use:	Set Up Time:	Event Start/End Time:

CLUB ROOM CLOSSES PROMPTLY AT 11:00 PM

INCLUDE ENOUGH TIME FOR SET UP & CLEAN UP

Usage Fee: \$____	Security Deposit: \$____
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Preferred Time Slot*:

AM TIME SLOT 7:00 AM TO 3:00 PM

PM TIME SLOT 4:00 PM TO 11:00 PM

NUMBER OF GUESTS ** (*Not to Exceed* ____)

ADULTS: _____ CHILDREN _____ TOTAL: _____

SURPRISE PARTY? YES ___ NO ___

IF YES, WHAT NUMBER CAN YOU BE REACHED AT _____

Absolutely **NO POOL PARTIES OR POOL USAGE** permitted. Alcoholic beverages must be contained inside the Social Lounge at all times.

*Each times slot requires the payment of a usage fee. If your event overlaps between the two offered time slots, you will be required to pay multiple usage fees. However, one security deposit will be sufficient despite any overlap.

****MORE THAN 50 PEOPLE – AN EXTRA ATTENDANT IS REQUIRED AT CURRENT RATE (4 HR MINIMUM)
PLEASE PROVIDE A SEPARATE CHECK MADE OUT TO: SAVINA CONDOMINIUM OWNERS ASSOCIATION.**

I certify that we have received and read the Social Lounge Reservation Information attached to this form. I, the undersigned, do hereby agree that we will abide by the policies covering the usage of this facility, furniture or equipment caused by the occupancy of our group to the premises. I understand that any violation will result in the immediate closing of the facility.

*I have read and understand the attached Social Lounge Rental Requirements.

Resident's Signature

Approved Denied Date: Signed:
Deposit Fee Extra Attendant

Check # _____

SOCIAL LOUNGE RESERVATION INFORMATION

The Social Lounge is primarily for the development of educational, social, cultural and recreational programs for Residents. The Social Lounge is not to be used by Residents for personal profit or gain, business related activities, political purposes, or fund raising for external charitable purposes.

The Social Lounge is available for Resident use only. A security deposit and usage fee MUST accompany the completed application at least seven (7) days prior to the event. The application must be filled out by the Resident requesting use of the Social Lounge. The address on the check(s) must match the name on the application. The Resident on the application is the responsible party. Residents may make reservations by submitting a completed application, a certificate of insurance and any required deposits and fees. No reservation shall be made without all of the above. All reservations are made by the Association Manager in accordance with approved procedures by the Association and the Board of Directors, set forth in the Residential Handbook.

Residents seeking to use the Social Lounge should plan ahead as reservations to use the Social Lounge are available on a first-come, first-serve basis. Applications will not be accepted more than six months in advance of the function. The Management Office will review the application for availability and receipt of all documents and fees. At least twenty-four (24) hours prior to the function, the Resident must provide to the Association Manager or if applicable the lobby attendant, a guest list of persons attending the event at the Social Lounge. Additionally, prior to the function, the reserving Resident must provide a certificate of liability insurance naming as additional insured the Savina Condominium Owners Associations and the Association Manager. Only guests on the guest list will be admitted.

All functions must be over, with facilities cleaned, doors locked and trash removed by 11:00 P.M.

The Association Manager has the right to deny any application based on false information on the application, priority use by the Board of Directors or the Association, or in their general judgment based on the size or nature of the event. The Association Manager has the right to increase usage fees if Residents have more actual guests than indicated in the reservation. In no event may the number of attendees exceed the maximum capacity of the Social Lounge as determined by fire code.

Cancellations:

Must be made 48 hours in advance to assure return of the Usage Fee.

Usage Fee:

The Board will impose a usage fee for the Social Lounge to cover cleaning related expenses, normal wear and tear to furnishing, accessories and carpeting, as well as for the administrative oversight of the rental process.

Security Deposit:

To ensure that the Social Lounge is returned in its original condition, there is also a \$500.00 security deposit that will be required at the time of application. The security deposit will be refunded to Residents only after a representative of the Association Manager has reviewed the completed facility in section sheet to assure there has been no property damage or a violation of the Savina Residential Handbook, which may require payment and/or reimbursement to the Association.

Maximum Occupancy:

As determined by the San Diego County Fire Authority, the maximum occupancy for the Social Lounge is 113 guests. This included any catering or service staff. Please observe this maximum occupancy limit, as it is required by law and contributes to the safety of your guests.

Rules:

Residents and their Guests and Invitees must comply with the Social Lounge rules set forth in Residential Handbook. The hosting Resident is at all times liable for the conduct and actions of his or her guests, including, without limitation, any violations of the Association Governing Documents and all Applicable Laws.