

**Sea Pines Clubhouse Reservation Form**

**Clubhouse Coordinator: Marcia Nugent 774-323-0306 / 978-857-8349 (c)**

**Clubhouse Chairperson: BA Harris 774-323-0569 / 617-966-6829 (c)**

**Date Requested:** \_\_\_\_\_ **Time Requested:** \_\_\_\_\_

**Event Description:** \_\_\_\_\_ **# of Guests:** \_\_\_\_\_

**Unit Owner:** \_\_\_\_\_

**Unit Address:** \_\_\_\_\_

**Cell Phone of Owner on Premises:** \_\_\_\_\_

- A deposit of \$250 is required at time of reservation accompanied by signed form.
- Checks should be made out to Sea Pines Homeowners Association.
- No smoking is permitted anywhere inside the clubhouse.
- Maximum number of occupants is 49 persons by order of the Brewster Fire Department.
- All clubhouse rules (see reverse side) must be reviewed prior to use.

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- I have reviewed all of the Sea Pines Clubhouse rules and understand that I am responsible for enforcing them during the use of the building. I understand that should damages occur I am responsible for reparation beyond my \$250 deposit if warranted.
- I understand that I am fully responsible and liable for any issues caused by the use of alcohol at this function.

\_\_\_\_\_  
**Owner** **Date**

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I have verified that the Clubhouse remains in good order and deposit has been returned to owner.

\_\_\_\_\_  
**Clubhouse Committee Member/Coordinator** **Date**

\_\_\_\_\_  
**Owner in Receipt of Deposit** **Date**

## Sea Pines Clubhouse Rules

1. Only Unit Owners may reserve the use of the Clubhouse for private social functions, subject to the approval of the Clubhouse Coordinator acting as a representative of the FMB. No family members, tenants, guests, friends or invitees are allowed to directly reserve the use of the Clubhouse.
2. The Unit Owner reserving the Clubhouse is to be present at all times during the function. Sufficient and appropriate adult supervision must be provided if the function is to include any non-adults.
3. The Clubhouse is not to be used for meetings of any outside organization.
4. Clubhouse use is made on a first-come first-serve basis by contacting the Clubhouse Coordinator, completing a reservation form and supplying the refundable cleaning deposit.
5. The Unit Owner who reserves the Clubhouse is responsible for complete cleanup of all Clubhouse areas used by the morning after the event, including the kitchen and rest rooms. A security deposit of \$250 must be given to the Clubhouse Coordinator when making the reservation. The deposit will be returned after the Clubhouse Coordinator has determined that no additional cleaning is required and the original request form has been signed by the clubhouse coordinator or member of the Clubhouse Committee indicating that inspection of the facilities has taken place. If additional cleanup is required, the cost will be deducted from the security deposit. If cleaning or repairs are in excess of the \$250 deposit, the Unit Owner will be billed.
6. The Clubhouse Coordinator will post the date, hours reserved, and Unit Owner's name and address on the calendar on the Clubhouse Bulletin Board for all approved Clubhouse reservation requests.
7. Brewster Fire Department has LIMITED OCCUPANCY OF THE CLUBHOUSE TO 49 PEOPLE.
8. Reserving the Clubhouse for functions DOES NOT INCLUDE THE FIREPLACE, EXERCISE ROOM, SWIMMING POOL or EXCLUSIVE use of the lower pool area.
9. No Clubhouse furniture is to be removed from the Clubhouse at any time.
10. At the end of the function, the Unit Owner is also responsible for ensuring that the heat or A/C has been lowered (if applicable), the lights are off and the doors and windows are locked.
11. Live or recorded music is allowed and shall be played inside the Clubhouse only using equipment provided by the owner. No radios, loudspeakers or other amplifying equipment may be placed outside the Clubhouse.
12. Noise shall be kept in accordance with Brewster town ordinances.
13. Clubhouse keys are not to be loaned or given to non-residents.
14. The Clubhouse must be vacated and closed by 11:00pm.
15. NO SMOKING is permitted anywhere in the Clubhouse.
16. No alcoholic beverages are to be left unsupervised anywhere in the Clubhouse at any time. Owners assume ALL responsibility and liability for issues caused by the use of alcohol at their function.
17. Children are welcome in the Clubhouse with appropriate adult supervision.
18. Proper attire (shirts and shoes) must be worn inside the clubhouse. Wet bathing suits are not allowed beyond the bathroom areas.
19. Questions should be directed to the Clubhouse Committee chairperson.