



# Event Reservation Form

Owner Name: \_\_\_\_\_ Unit #: \_\_\_\_\_  
Print Legibly

Date of event: \_\_\_\_\_ Time of event (start/end): \_\_\_\_\_ Guests to Attend: \_\_\_\_\_

Entertainer Name, Contact & Phone: \_\_\_\_\_

Catering Company Name, Contact & Phone: \_\_\_\_\_

Cleaning Company Name, Contact & Phone: \_\_\_\_\_

**Event Reservation for (check all that apply):**

- Social Room \_\_\_\_\_
- Catering Kitchen \_\_\_\_\_
- Sky Lounge \_\_\_\_\_
- Library \_\_\_\_\_
- Club Aqua \_\_\_\_\_
- Pool Deck/Gazebo \_\_\_\_\_
- Game Room \_\_\_\_\_
- Pavilion \_\_\_\_\_
- \*Theater \_\_\_\_\_

**\*TO BE COMPLETED UPON iTUNES PURCHASE OR RENTAL OF A MOVIE/SHOW IN THE AQUA THEATER**

MOVIE/SHOW NAME: \_\_\_\_\_  
MOVIE/SHOW NAME: \_\_\_\_\_  
MOVIE/SHOW NAME: \_\_\_\_\_

**FOR THEATER USE ONLY.**

I, \_\_\_\_\_ owner of UNIT # \_\_\_\_\_ agree to be invoiced directly and agree to pay for an iTunes purchase or rental of a movie/show(s) when selected by me, a relative and/or a guest using the AQUA Theater.

Owner/Guest Signature

Date

**(PLEASE RETURN THIS FORM TO THE FRONT DESK)**

**~IMPORTANT~**

**PLEASE SEE BACK SIDE FOR EVENT RULES AND REGULATIONS  
OWNER SIGNATURE REQUIRED TO RESERVE ANY AMENITY AREA/ROOM.**

## **EVENT RULES AND POLICIES**

1. Unit Owners are responsible for cleaning the Social, Library, Conference Room(s), Sky Lounge, Theater, Catering Kitchen, Pool Deck and Gazebo immediately after using, any common area used for a function.
2. All trash **MUST** be disposed of in the trash chute.
3. If an amenity area is not properly cleaned, the Owners will be charged a cleaning fee at a minimum rate of \$75/hour.
4. If the Owner finds that the room is not clean when the Owner has reserved it, and prior to using it, the Owner must notify the concierge or the security guard at the front desk immediately.
5. The Owners are responsible for any damages that may occur during the use of the amenities and shall report any damage to the concierge or privacy officer at the front desk immediately.
6. When the amenities are used:
  - Specific cleaning product for stainless steel must be used and is located under the kitchen sink.
  - Protective covering should be used on the tables to prevent scratches, damage and/or stains.
  - All trash **MUST** be removed and disposed of after event.
  - All AQUA Association dishes, glassware, and utensils must be washed, dried and put back in their original place after event. If the dishwasher is used, it must be emptied no later than 10:00 A.M. the following morning after event. Dishwasher supplies are located under the sink.
  - Floors and counter tops must be cleaned and free of grease and debris after event.
  - The oven, microwave and refrigerator must be cleaned inside and out.
  - Left-over food, drinks, etc. must be removed from the refrigerator and freezer after event. Any remaining items will be removed and discarded (a cleaning fee may apply).
7. Furnishings should not be removed from any of the rooms. If tables and chairs are moved within the room(s) they should be returned to their original location after event.

A security deposit may be applied in the event of damage to any amenity area. **The security deposit will be collected in the amount of \$500.00 from any Owner(s) who have previously been notified for violating any amenities rules, regulations & procedures and/or if the size of the gathering exceeds 25 persons or hired live entertainment for a private event.**

By signing below, I confirm I understand these Event Rules and Regulations:

---

Owner Signature	Unit #	Date
-----------------	--------	------