



4501 South Atlantic Ave.
New Smyrna Beach, FL 32169
(386)427-3641

PROCEDURES TO RESERVE THE CLUBHOUSE

Errol by the Sea requires that any owner desiring to reserve the Clubhouse for a private event/gathering must complete the attached Clubhouse Reservation Form. The reservation will only be applicable for the Clubhouse, NOT the pool, pool/oceanfront decks, or any other common area on property.

All garbage and refuse from activities and parties that take place within the Clubhouse must be disposed of at the dumpsters. If the Clubhouse is not returned to its original condition, all costs incurred by the Association will be charged against the Security Deposit.

There is a \$600 security deposit required to reserve the Clubhouse. Also, a \$50 cleaning fee will be required. Both payments can be made to the office by checks made out to Errol by the Sea. The Clubhouse Reservation Form will be reviewed for approval and is subject to availability and membership standing.

Please complete this form and return it to the Errol by the Sea office or email it to manager@errolbythesea.com. The Property Manager will review your application. You will be notified if your request has been approved.

Please Note: Once you have received approval for the clubhouse reservation, arrangements will be made for picking up and returning the clubhouse keys

CLUBHOUSE RESERVATION APPLICATION

Reservation Dates Requested: _____

Reservation Times Requested: _____ to _____

Owner's Names: _____

Unit # : _____ # of Guests _____

Please Note:

- Reservations are only allowed for two days maximum.
- Excessive noise or rowdiness will not be tolerated.
- The two parking passes per unit will still be enforced. There is extra parking one block south of Errol by the Sea at the public parking lot at Hiles Blvd. and South Atlantic Ave. It is the owner's responsibility to make sure their guests know this rule!
- The computer equipment in the Clubhouse is for Association business only and not part of the clubhouse amenities.
- Grills are not allowed to be placed next to the Clubhouse. If you want to set up grills, they must be used in the already designated grilling areas.

Owner's Signature : _____ Date: _____

For Office Use Only:	Yes	No
Clubhouse Available on Requested Date?		
\$600 Damage Deposit Received & Copy Attached?		
Application Approved?		