

# **Station Square Condominium Private Party Agreement**

## **Terms and Conditions**

**Revision 08/03/2017**

### **PART 1: PLEASE READ FULLY AND KEEP FOR FUTURE REFERENCE**

- 1. Homeowners and Residents of Station Square Condominiums, hereinafter referred to as “The Condominium” may reserve the Club Room for private parties. Reservations for private parties will be strictly on a first come, first serve basis. Association sanctioned or sponsored functions have precedence over selection of dates. Homeowners and Residents (hereinafter referred to as Resident-host) who reserve the Club Room for a private party must provide Station Square Condominium Association, Inc. (hereinafter referred to as the Association) with a damage deposit. The Resident-host must pay for any post-party cleaning necessary. Cleaning costs not paid will be deducted from the damage deposit. Reservations may not be made more than three [3] months in advance.**
- 2. Resident-host must sign and return a Private Party Agreement (Part II) in advance of the private party, and must comply with all the terms herein.**
- 3. During a private party function, the Club Room will be available for use by the Resident-host and will be closed to other residents of The Condominium. No other facilities on the amenities floor are included in this exclusive usage Agreement.**
- 4. The Club Room cannot be reserved for commercial purposes. Included in the term “commercial purposes” are: fund-raising events other than those sponsored or sanctioned by the Association, merchandise parties (Tupperware, jewelry, etc.), and business events. However, a Resident-host who wishes to hold a party, inviting co-workers and business associates, is permitted provided that the party is social purposes only.**
- 5. A Resident-host who reserves the Club Room for a private party must be the host of that function. The facility must not be used for private functions hosted by non-residents, even if the private party Agreement is signed by a Resident-host. The Resident-host of a private function will be held fully responsible for the conduct of his or her guests while they are within The Condominium.**
- 6. Resident-host understands that the maximum occupancy of the Club Room cannot exceed fifty (50) persons.**
- 7. Furthermore, resident-host understands that no party guests will be admitted into the gated garage area. Guests must utilize public parking.**

8. Private parties held in the Club Room will be limited to six (6) hours. Any decorations, rental furniture or equipment may be set up no earlier than the date of the private party. Removal of the decorations, rental furniture and equipment must take place no later than 5:00 p.m. The day following the party. Resident-host is responsible to have all decorations, rental furniture and equipment etc. neatly disassembled and set aside immediately following the Private Party in such a manner that the Club Room can be comfortably utilized by other residents of the Condominium.
9. Resident-host shall be responsible for the actions of all caterers, entertainers, etc. hired for his/her private party, as well as the clean-up and disposal of food waste and trash, and other large debris. Any furnishings moved must be put back to their original positions immediately following the party. Furnishings may not be removed from the Club Room. Pool furniture may not be brought into the Club Room.
10. Resident-host understands that prior approval is required from the Association for any live entertainment. No sound producing equipment, including (but not limited to) stereo music, disc jockeys, and live bands is permitted beyond 11:00 p.m., nor will it be permitted at any time if it creates a disturbance to neighboring homeowners. Resident-host understands that the sixth level of the building contains residential units and special attention shall be given not to infringe on these homeowners' right to peaceful enjoyment of their home.
11. All private parties must conclude by 12:00 midnight.
12. Resident-host must provide the Association with a refundable damage deposit. The deposit will be administered, and returned, as follows:
  - Not less than five (5) days prior to a private party, Resident-host must provide the Association with a deposit check of one hundred US dollars (US \$100). The deposit check is to be made payable to Station Square Condominium Association, Inc. The check will be held in the Property Manager's office until after the party. In instances when the damage deposit is not received when due, the private party will be deemed canceled. The Association will immediately begin processing a Rules Violation Fine against any owner who proceeds with a private party without providing the required deposit, regardless of whether any cleaning or damage costs result.
  - Resident-host is responsible for clean up after a private party as may be necessary. The Property Manager or designated Association representative will then determine if the cleaning performed was adequate, or if a cleaning service is required. This determination will be made as soon after the party as possible, which may be the next business day.
  - If there are any damages to the facility, including but not limited to floor damage caused by unpadding rented furniture or equipment, the Association will have the damages repaired as may be required and the Resident-host will

be responsible for the payment of all associated charges.

- Within approximately ten business days following a private party function, the Property Manager will provide the Resident-host with bills, if any, for post-party cleaning and any damage repairs. The Resident-host will make prompt payment of those charges. As soon as payment of those charges are confirmed, the damage deposit check will be marked "void" and returned to the Resident-host. Should the Resident-host not pay the post-party charges within fifteen (15) days of receipt of the bills, the Association will deposit the US \$100 deposit check, pay all post-party charges, and refund the difference to the Resident-host.
- Should the post-party cleaning costs combined with the cost of damage repairs to the facility exceed the Resident-host's US \$100 deposit, the Resident-host will be informed of the overage and be required to promptly and fully pay the difference to the Association. The Association will pursue all means available to collect excess costs that are not paid within thirty (30) days after written notification to the Resident-host by the Association.

**KEEP THIS PART 1 FOR YOUR REFERENCE**

**The attached Part II must be completed and returned to the Property Manager.**

## PART II: PLEASE COMPLETE AND RETURN THIS SHEET

Please fill in the requested information completely, sign where indicated, and return the completed form to our Property Manager, Stephany Charpentier, Frankly Coastal Property Management, LLC. PO Box 1294, Tarpon Springs, FL. 34688 or [scharpentier@adm-fl.com](mailto:scharpentier@adm-fl.com)

Your Name: \_\_\_\_\_ Unit No. \_\_\_\_\_

Requested Date Of Your Private Party: \_\_\_\_\_

Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_

Intended Purpose Of Your Private Party: \_\_\_\_\_

Number Of Guests: \_\_\_\_\_

If you intended to use the services of a caterer, entertainers, rental equipment or furniture, etc., please provide the name and telephone number of each:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

By signing below, the Homeowner/Resident hosting the private party, acknowledges that he/she has read, understands, and agrees to comply with all the attached terms and conditions and the rules and policies of the Station Square Condominium Association regarding the use of Common Areas (including the Club Room, swimming pool, and parking garage areas) of the Condominium for private parties. IT IS FURTHER EXPRESSLY UNDERSTOOD AND AGREED THAT IN THE EVENT ANY OF SUCH TERMS AND CONDITIONS ARE VIOLATED, ALL OR A PORTION OF THE SECURITY DEPOSIT TENDERED UNDER THIS PRIVATE PARTY AGREEMENT MAY BE FORFEITED AT THE DISCRETION OF THE BOARD OF DIRECTORS SUBJECT TO THE NOTICE AND REVIEW PROCEDURES REQUIRED BY APPLICABLE LAW.

Signature, Resident-host: \_\_\_\_\_

Date Signed: \_\_\_\_\_

For Residents (non-homeowners) – Property Manager will forward a copy of the entire duly signed Agreement Terms and Conditions to the owner of their respective unit.

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**Do Not Write Below This Line**  
**To be completed by Property Manager or Designated Association Representative.**

**Approval of Private Party Reservation**

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CHECKLIST- To be Completed by Property Manager or Designated Association Representative**

\_\_\_\_\_ **Availability of requested date has been verified and scheduled on calendar. By:** \_\_\_\_\_

\_\_\_\_\_ **Deposit check of US \$100 to Association**  
**Date received:** \_\_\_\_\_

\_\_\_\_\_ **After-party inspection performed**  
**Date inspected:** \_\_\_\_\_

\_\_\_\_\_ **Additional cleaning required**  
**Check if yes and order service**

\_\_\_\_\_ **Damages to facility**  
**Check if yes and order repairs**

\_\_\_\_\_ **Charges for cleaning/damages sent to Resident-host**  
**Date mailed (include cover form letter):** \_\_\_\_\_

\_\_\_\_\_ **Deposit check returned to Resident-host**  
**Date returned:** \_\_\_\_\_  
**(after confirmation that any charges due have been paid)**