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PROCEDURE FOR RESERVING THE POOL PAVILION

A \$50 security/damage deposit is required to secure the date of the event. Photos will be obtained before and after the event to help ensure that nothing was damaged.

The pavilion security deposit check must be made payable to: "Westchester Country Club HOA".

*Westchester C.C. (Starlight Cove)
c/o Southern Shores Management
6801 Lake Worth Rd.
Suite 111, North Building
Greenacres, FL 33467*

****Please email southernshoresinc@comcast.net Subject: Pool Reservation, when reserving the pavilion.****

PAVILION USE:

Pavilion hours: dawn to dusk.

No one under the age of 21 is allowed in the pavilion without adult supervision. Furthermore, according to State law, no alcoholic beverages may be consumed by anyone less than 21 years of age.

The Pavilion is available to owners and renters for their exclusive use for parties, functions, etc., provided the person making the reservation is in attendance at the event. The pavilion may be reserved for a period of not more than four [4] hours including clean-up on a "first come, first serve" basis.

The pool is open from dawn to dusk; therefore, please be aware that the event must conclude by dusk.

NO RESERVATION SHALL BE ACCEPTED UNTIL THE FOLLOWING CONDITIONS ARE MET:

1. Payment of the \$50 security/damage deposit. Note: The payment shall be refunded upon inspection should no additional cleaning or repairs be required.
2. Agreement that attendance at the event will not exceed 50 persons.
3. The pool will also be available to all authorized persons and is not exclusive. Please be respectful to others using the pool.
4. Agreement that event will not exceed 4 hours.

5. Agreement to maintain music, if played, is at a non-nuisance, non-noxious level. (page 19, Article X, Section 5)
The person making the reservation shall be responsible for upholding all rules and regulations as defined in the community's Declaration of Covenants, Restrictions and Easements. This individual is responsible for setting up the room. Food and beverage spills are to be wiped up promptly. Professionals will be used should any major cleaning be required and the fee will be charged to the lessee. All food, garbage, and other items shall be cleared immediately after the party and removed from the area. The pavilion, lavatories, pool area, and any other areas must be returned to their original condition.

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PAVILION RESERVATION APPLICATION (COMMITTEE USE ONLY)

Please complete the following before and after reservation:

Owner/Tenant Name: _____ Street Address: _____
Phone Number of Owner/Tenant: _____
Purpose of Reserved Event: _____
Date of Reserved Event: _____
Number of Guests: _____ Event Type: _____
Damage Deposit Amount: \$50 made payable to Westchester Country Club HOA

Pavilion checklist Pre-event:

Date and Time Inspected: _____ **Signed by:** _____

- The pavilion is clean and ready for reservation.
- The restrooms are clean and in orderly fashion.
- If there are any concerns or existing damage, please list:
- Photos are taken.

Pavilion checklist Post-event:

Date and Time Inspected: _____ **Signed by:** _____

- Was all garbage and recyclables removed from the pavilion?
- Was all food and beverages removed from the pavilion?
- Were all decorations removed?
- Has the floor been cleaned?
- Is there any breakage, graffiti, or damage to the premises, furniture, or equivalent?
- Is there any excessive cleaning required by the association?
- Photos are taken, if necessary.