



HARBORAGE
AT BRADEN RIVER
COMMUNITY DEVELOPMENT DISTRICT

CLUBHOUSE PRIVATE EVENT USE RESERVATION INFORMATION

Private event is any event at the clubhouse that includes more than 4 non-resident guests. The pool, spa, pool deck, grill, grill porch, and cabanas are not for private event use and are not included in clubhouse reservation.

No less than two weeks in advance, anyone wishing to reserve the clubhouse for a private event must contact Tony Gipe, Operations Manager by email at harbouragecddmanager@gmail.com or call (941) 727-5500 or (941) 650-2780 to confirm availability and request the Clubhouse Private Event Use Agreement. You may also contact Lynn Manning at rltorlynn@aol.com or (215) 870-7714 for any questions. Please closely review the below information prior to requesting a Clubhouse Private Event Use Agreement to ensure that our beautiful clubhouse will meet your event needs as they relate to capacity, times, and cleaning.

Private Event Use General Information

- There is no charge for the use of the clubhouse for a private event, however a refundable security deposit is required and must be paid upon execution of the Agreement. More detailed information is provided in the agreement if an agreement is requested.
- The clubhouse capacity per fire regulations is **49** people. Current seating capacity of the clubhouse is 32. *It is the resident's responsibility to ensure these capacities is not exceeded.*
- The pool, grill porch, grill, pool deck, spa, and cabanas **may not** be reserved for private parties. These are the exclusive use of Harborage residents and up to 4 guests even during a private clubhouse event.
- Although your party may be private, at no time can you deny admittance to the clubhouse to any Harborage resident.
- The clubhouse must be vacated by 10PM. The security system automatically activates at 10PM. Any activity after 10pm will generate an alarm and dispatch of a sheriff deputy including a "false alarm" service charge, which will be deducted from your security deposit.
- No janitorial service will be coming in to clean up after being used for a private party. Anyone using the clubhouse for personal use is responsible for all clean up after the event. This includes returning all furniture to its proper location, cleaning all surfaces of the kitchen, bar and tables thoroughly, and sweeping or vacuuming the floor, if needed. All trash containers must be emptied and trash bags replaced including the restrooms. Cleaning supplies are not located within the clubhouse, therefore you must bring your own cleaning supplies and bags. A recommended list will be provided. All trash must be removed. Only condo owners are allowed to dispose of trash in their dumpsters. If you are a single family home or townhome owner, you must take trash to your residence for disposal.
- All doors facing the pool deck must be locked (deadbolts and doorknobs) and all inside lights turned off when you leave. The front & side doors will lock automatically upon vacating the building.
- Any party that does not follow the procedures provided may be denied the privilege of future reservations.
- The resident must add any guests from outside of The Harborage to their Envera account in order to avoid problems with guests entering the community.
- Parking is allowed in the recreation center parking lot and on Duval Street and Harborage Avenue only. No parking is allowed on Key West Place including parking spaces marked "Guest" as those are exclusively for Condo owner's guests.