

Briny Breezes, Inc.

Reservation Form for Corporate Facilities

All reservations are made through the office during regular work hours. Reservations including a security deposit will be required for any event or gathering of 20 persons or more having food or drink. Deposit is \$100 for the Ocean Club House; \$100 for the Auditorium if the kitchen is not used and \$200 for the Auditorium if the kitchen is used. Re-occurring events may leave the deposit for the season. Deposits are returned promptly if everything is left in order as per the facilities' guidelines. Be sure you get a copy for the facility you are reserving. Corporate functions to include Board of Directors' meetings, District meetings, sanctioned Board Committees etc. are exempt from the deposit but paperwork should be completed as needed for fire safety watch.

Contact Person _____

Phone # _____ (please print)

Alt. Phone # _____

Lot# _____

Facility: Auditorium _____

Ocean Club house _____

Pool Cabana Community Center _____

(please circle one)

Type of Activity _____

(Please describe- dinner, dance, meeting, performance, social hour etc.)

Number of People Expected _____

*****Special Instructions (tables, chairs, equipment, etc.)*****

PLEASE PROVIDE A WORK ORDER THE WEEK OF THE EVENT

Do you want the event listed in the Bugle? Yes No

Please write in dates and times you would like to reserve the facility: *****

Be sure to allow for set-up time and dis-mantle times as necessary**

Fire Safety- Auditorium (Please see guidelines for fire safety in other facilities)

This form will be reviewed by the Office and if needed, they will contact the Boynton Beach Fire Marshall for permission to use the building for your event. If permission is given a Fire Watch may be needed and will be assigned. You will be given the name(s) of fire Watch Volunteer(s). If a Fire Watch is assigned they **MUST** be in the building from the start to the end of your event. All fire exits must be obstruction free, unlocked and their locations announced at the beginning of the event. It is the President of this club and the contact person's responsibility to ensure that it is followed.

You will receive a copy in your mailbox after the Fire Marshall's decision is obtained.

President of the Club _____

(Signature) _____

Contact Person if different _____