



## **LOUNGE RESERVATION GUIDELINES**

Make your reservations for the North or South Tower Lounge with Management, Mon-Fri., 8:30 A.M. - 5:30 P.M., 619-338-4096. Please submit two (2) separate checks made payable to Horizons – Marina District Owners Association for the lounge use fee and deposit. The fee and deposit amounts are based on the number of guests attending your event.

<b><u>Number of Guests</u></b>	<b><u>Reservation Fee</u></b>	<b><u>Deposit</u></b>	<b><u>Security Officer</u></b>
0 to 10 guests	\$10	\$100	
11 to 25 guests	\$25	\$250	Recommended
26 to 49 guests	\$50	\$500	Required

Inspect the room before your event and note its condition on the Reservation Form since these areas are open to all residents. An Association representative will inspect the condition after the event. The Association and its Management cannot guarantee facility cleanliness although routine cleaning occurs.

**HOURS:** Events may begin any time after 9 A.M., but all guests must be off the premises by 11 P.M. after which no more than 4 people may remain to clean up and remove trash, which is the responsibility of the resident who reserved the room. Clean up must be completed immediately after the event, and includes the restroom.

**GUESTS/PARKING:** For more than 25 guests, security officers will be required so you must make your reservation 72 hours in advance (see hours above). The Board also reserves the right to, and may require, security officers for parties of fewer than 25 guests. With limited onsite parking, guests must park off site; no reservations for Visitor Parking are possible.

**ALCOHOLIC BEVERAGES:** Events involving alcohol that occur in the evenings or on weekends will require a rider to your homeowners or renters insurance policy certifying coverage for your event. Alcoholic beverages must remain in your reserved room and may not be taken to other areas or outside.

**ENTERTAINMENT:** Keep music and party noise at a volume that will not annoy residents. Amplified music is NOT permitted. Live music, such as a string quartet, classical guitar, etc., may be allowed. Children must always be supervised. Exterior doors to the lobbies may NOT be propped open. Smoking is forbidden in your reserved room and in all Common Areas, the lobbies, restrooms, grounds, etc.

\*Allow two weeks after your event for the return of the deposit less any damage or cleaning charges.



**HORIZONS - MARINA DISTRICT OWNERS ASSOCIATION  
LOUNGE RESERVATION FORM**

**Facility Requested For Reservation:**

North Tower Lounge

South Tower Lounge

Date Requested: \_\_\_\_\_

Day of the Week: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

Unit #/Tower: \_\_\_\_\_

Type of Event: \_\_\_\_\_

# of Guests: \_\_\_\_\_

Resident's Name: \_\_\_\_\_

Resident's Phone: \_\_\_\_\_

Best Time to Call: \_\_\_\_\_

Music:  Yes

No

Security Officer:  Yes

No

Insurance Certificate Received (Required if alcoholic beverages are involved):  Yes

No

I HAVE READ THE ASSOCIATION LOUNGE RESERVATION GUIDELINES AND AGREE TO ABIDE BY THEM AND TO PAY FOR ANY DAMAGE, MISSING ITEMS, AND FEES OR FINES LEVIED FOR INFRINGEMENTS.

Resident's Signature: \_\_\_\_\_

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

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OFFICE USE ONLY:

INSPECTION DATE & TIME: \_\_\_\_\_

DAMAGE?

YES

NO

IF YES, DESCRIBE DAMAGE: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_