



UNO LAGO ENVIRONMENTAL ASSOCIATION, INC.

CLUBHOUSE EVENT - APPLICATION/CHECKLIST

NAME: _____

UNIT NUMBER: _____

EVENT DATE AND TIME: _____

CONTACT PHONE NUMBER: _____

TYPE OF EVENT: _____

By signing, I agree to the terms of the rules and regulations as set forth on the reverse of this sheet. I also understand that the Uno Lago Environmental Association, Inc. will not be held responsible or liable for any accidents or injuries that may occur at such event.

SIGNATURE

DATE

Checklist: (please initial)

_____ I have read the Rules and Regulations regarding the use of the Clubhouse facility.

_____ I have completed and signed the Application above.

_____ I have given the Management Office my \$500 security deposit check to be deposited until an inspection is performed by Property Management. A rental fee of \$75.00 to be issued on a separate check will be charged.

_____ I have made arrangements with Property Management to allow for my outside guests to have access to the property.

_____ Expected number of guests.

Board Member Approval:

SIGNATURE

DATE

PRINTED NAME/TITLE



UNO LAGO ENVIRONMENTAL ASSOCIATION, INC.

*** Clubhouse Rules for Use for Social Events ***

The Uno Lago Environmental Association (ULEA) supports, on a case-by-case basis, the noncommercial use of the Main Room in the downstairs area and the second floor Media Room of the Clubhouse for small social events. Residents of Ocean Trace/Uno Lago must complete an application.

The following rules will apply to those wishing to have such an event:

1. Residents requesting an event must submit an application two weeks in advance. Approval by the Property Management will be processed within 72 hours of receipt of the application. If approved, Clubhouse security will receive a copy of the approved application.
2. The Main Room of the downstairs Clubhouse area and the upstairs Media Room may be reserved for small social events. During the event, ingress and egress to other areas of the Clubhouse will remain open.
3. All events require a \$500.00 facilities security deposit which will be returned upon satisfactory inspection by the Property Management and a \$75.00 non-refundable rental fee, to be written on a separate check. A \$100.00 charge will be deducted from the security deposit, if it is deemed necessary to clean the Clubhouse after said event. This rule does not apply to Community Organized Events.
4. Maximum number of people: 30. Larger groups require the permission of the Property Management plus at least one member of the ULEA Board. Community organized events are exempted from this rule.
5. Alcohol is allowed for those of legal age. Plastic cups are mandatory. Glass bottles must be confined to the kitchen areas or an area of the upstairs Media Room.
6. Both downstairs and upstairs kitchens may be used and it is expected that the kitchens are left clean and tidy. The upstairs refrigerator is kept locked and its use must have special permission from the Property Management.
7. Set-up for any event is the sole responsibility of the event organizer. The Property Management and staff cannot help with preparation, decoration, or unloading of any food, beverages, etc. Unloading and loading must be done at the South gate of the pool behind the Clubhouse.
8. Evening events must end and be completely cleaned up and vacated prior to Clubhouse closing at 11:00 pm. If the event extends beyond 11:00 pm, a \$50.00 charge will occur for each quarter of an hour beyond 11:00 pm. These charges will be deducted from the \$500.00 security deposit.
9. Parking for all guests must be at the West and South side of the Clubhouse. No parking is allowed in front of the Clubhouse at any time before or during the event.
10. All trash must be placed in durable plastic garbage bags and disposed of in one of the residential garbage bins. No trash bags are to be left behind. Recycling is mandatory and recyclables must be placed in the bins provided.
11. Any rearranged furniture must be placed back in its original location.
12. No wet bathing suits are allowed in the Clubhouse. Shoes and shirts must be worn at all times in the Clubhouse.
13. Smoking is not permitted in the Clubhouse or inside the pool area.
14. The front door of the Clubhouse must remain closed at all times. Alcoholic beverages may not be consumed on the porch or at the front steps of the Clubhouse.
15. It is the responsibility of the event organizer to grant guests access through the security gates.
16. No personal barbeque grills of any type will be permitted within the confines of the Clubhouse or the pool area. Toaster ovens, hot plates, chafing dishes, crock pots, and the like are permitted when placed safely and securely on serving tables.
17. All children must be supervised at all times and are not permitted in the Fitness Center or the computer room during the event.
18. Respect for the surrounding neighbors is paramount. The Juno Beach noise ordinance will be in effect at 11:00 pm.
19. Guests may not place drinks, plates or food on the billiard table if the cover is not present. A billiard table cover is available upon request from the Property Management.
20. Music must be confined to the inside of the Clubhouse. Outside speakers are not permitted. Live music must have the Property Management permission. This rule excludes Community organized events. All music must end by 11:00 pm.
21. Drunken and disorderly conduct will not be tolerated. A vehicle may be left in the parking area overnight, but must be picked up within 48 hours.
22. Any requests for an exception to the above rules can be submitted to the Board of the Uno Lago Environmental Association (ULEA).



UNO LAGO ENVIRONMENTAL ASSOCIATION, INC.
801 Uno Lago Drive
Juno Beach, FL 33408

**CLUBHOUSE DEPOSIT CHECK
*REQUEST FOR REFUND***

DATE:

UNIT # AND ADDRESS:

AMOUNT OF REFUND:

CHECK PAYABLE TO:

MAIL CHECK TO:
