



Ocean Room Reservation Request

Shareholder Name: _____ Unit: _____

I would like to use the Ocean Room on: Date: _____ Time: _____

Number of Guests: _____

Guest list for any function may include no more than 30 non residents and the sponsor shall furnish the manager, one week prior to the function, the names of such non residents. The non resident list is for security purposes.

Number of cars: _____

More than 15 cars will require an additional valet beginning 30 minutes before event begins through 30 minutes after event is over. The cost will be an hourly rate as it reflects in contract. Valet billing will be added to your account ledger. Additionally you shall coordinate with the Village of Key Biscayne Police Department to request for a street parking permit: 305-365-5555.

Please provide two separate checks for the following:

- I agree to pay Island House \$100.00 for the use of the Ocean Room. I understand that I am responsible for removing all food, garbage, dishes, beverages, etc. and that it is my responsibility to have the room cleaned. Garbage bags will be provided upon request.
- I agree to pay an additional \$50.00 cleaning deposit which will be returned if no additional cleaning is required by Island House personnel.

Please let us know at least 48 hours before event if you will be using the Ocean Room furniture or if you will be using an outside vendor for your furniture needs.

Party activities in the Ocean Room must cease by 10:00 p.m.

Shareholder Signature: _____ Date: _____

Approved: Yes _____ No _____

By: _____ Date: _____