

BEACH HOUSE EVENT POLICY FORM

The following information is for residents who wish to utilize the SDRA Beach House for a private gathering or event. The purpose of submitting this form is to request the use of the Beach House for private use. These guidelines are provided for compliance with SDRA Rules and Regulations.

Submission of this form alone does not constitute a booking. Owners will be sent confirmation of a booking after the request has been made.

To check availability, owners should contact TPW Management outlining the type of event, beginning and end time and number of people attending. Please note: The Beach House is not permitted to have large gatherings on weekends or Monday holidays from June 1st through Labor Day.

A \$25 nonrefundable fee is required in order to reserve the Beach House for a private gathering.

Please follow these procedures when using the Beach House:

- The event/guests must remain in the Beach House area, not in the surrounding areas. (i.e. beach & greenbelt)
- The room capacity is 30 people.
- Food/drinks and trash must be promptly removed and the Beach House shall be left in clean condition. The room will be inspected after the event to ensure it is left in good condition and if not cleaning/ damages charges will be applied to your account.
- Parking is restricted to the Beach House parking area. At no time shall any vehicle be permitted to use or park on any grassy areas. Violators will have their vehicle(s) towed at the owner’s expense. Furthermore, no vehicle shall restrict or impede the flow of traffic in either direction on the roadways.
- Both the front and back door to the Beach House must be securely locked after use.
- Thermostat Instructions –If you are utilizing the Beach House and heat is required, please request the HEATING INSTRUCTIONS FORM 48 hours prior to your booking.

By signing below, I accept the South Down Beach House Policy and Procedures.

Owner Name (Please Print)	Date of Event	Purpose of Event
Event Start Time	Event End Time	# of People Attending
SDRA Address	Phone	Email
Owner Signature	Date	

Please make arrangements to pick up a loaner key at TPW Management before the event.

(Office Use Only)

Approved

Denied

Beach House Loaner Key # _____