



SAN CLEMENTE

PALMER ROOM RESERVATION

Date of Application:	_____	Date of Rental:	_____
Homeowner Name:	_____	Tenant Name:	_____
Unit Number:	_____	Phone:	_____
Event Description:	_____	Number of Guests:	_____
Start Time:	_____	End Time:	_____

Check here if you plan on serving alcoholic beverages.

THIS RESERVATION FORM, RENTAL FEE CHECK AND SECURITY DEPOSIT CHECK MUST BE RETURNED TO TSG INDEPENDENT AT LEAST FOURTEEN (14) DAYS PRIOR TO THE RENTAL DATE OR THE RESERVATION WILL BE DENIED/CANCELED.

I hereby acknowledge receipt of the Rules and Regulations for the "Palmer Room" and I have read, fully understand and agree to abide by the Rules. I further acknowledge that I am renting only the Palmer Room and that no other areas of the community will be used exclusively for this event.

RENTAL FEE: I acknowledge that the \$100.00 rental fee is non-refundable unless the event is canceled 24 hours prior to the event.

KEY RETURN: Failure to return the key or make arrangements to return the key within 24 hours will result in a \$20.00 per day charge for each additional day or fraction of a day until the key is returned.

SECURITY DEPOSIT: I acknowledge that the \$500.00 security deposit is **REFUNDABLE** if the facility is left clean with no damages. I further acknowledge that the \$500.00 security deposit is **NON-REFUNDABLE** if the facility is not left clean, if damages occur or if any provisions of the Rental Rules & Regulations are violated.

You must be a homeowner to rent the clubhouse or obtain the homeowner' signature on this form. I hereby agree that as a responsible adult Homeowner, I will be present at all times during the event and will be responsible for the conduct of my guest(s)/tenant(s) and any or all damages.

This form must be posted at the time of the reservation, please make a copy for this purpose.

Homeowner's Signature

**RETURN SIGNED FORM AND TWO SEPARATE CHECKS PAYABLE TO REEF GATE WEST HOA Mail to TSG
Independent Property Management, Inc. 27129 Calle Arroyo, Suite 1802, San Juan Capistrano, CA 92675**