

## Marina Pavilion Reservation Agreement

**In order to reserve any amenity, you must be current on payment of your annual assessment and/or other fees imposed by the Board of Directors.**

Reservations for the use of the Marina pavilion for private events must be made in advance by contacting the Manager or Marina Committee Chairperson. Reservations can be made up to 6 months in advance and for no longer than 2 consecutive days. **\*\*Please note 8am to midnight of the same calendar day is considered one day.** Overnight reservations require approval.

**Each day** reserved requires a seventy-five dollar (\$75) refundable deposit, along with a twenty-five dollar (\$25) non-refundable fee. Payment can be made via cash or check made out to Sundance Association and either hand-delivered or placed in the Sundance mailbox.

**Please read the following and ask for clarification before signing. Failure to comply with the rules in their entirety may result in forfeiture of your deposit.**

**In addition to the Marina Property Rules, the understand acknowledges:**

1. I understand that even if I am not present, I alone am totally responsible for the removal of all garbage from the marina property.
2. I will not prop open or otherwise interfere with the normal operation of the gate or the gate motor.
3. I agree to clean any equipment/facilities used during my reservation period.
4. I will turn off all faucets, lights and other electrical equipment (except for well and security-related items).
5. I understand I alone am responsible for any damage to any part of the amenity caused by myself, family members, guests or any others to whom I have granted access to the amenity.
6. I understand I am responsible for all of my personal possessions. Sundance will not be held liable for any items left behind by residents or their guests.
7. I will not bring, nor allow my guest(s) to bring, any prohibited item(s) on the property.
8. If I use the firepit, I agree to clean up around the pit and make sure the fire is *completely out* by using the water hose at the well pump if necessary. DO NOT leave a smoldering fire or embers!
9. If I decorate, I agree to use only tape, thumb tacks or other easily removable media, and I will remove all from the property at the end of my reservation. NO STAPLES ALLOWED!
10. I agree to close the bathrooms and ensure the gate is closed before I retire for the night (if staying overnight) or upon my departure.
11. I will not use, or allow my guests to use, Confetti Cannons or Party Poppers that use non-biodegradable material.
12. The Marina Deposit Refund Request checklist must be completed as you are leaving the marina and delivered to the mailbox labeled "MARINA" in the driveway at 3303 Arrowsmith on your way home from your rental, or your deposit will be forfeited.

**By signing below, I acknowledge that I have read and understand all the above.**

Name of resident: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Reservation date(s): \_\_\_\_\_

Resident Signature: \_\_\_\_\_

Office Use Only:

Payment received by: \_\_\_\_\_ Amount: \_\_\_\_\_ Check # \_\_\_\_\_ cash \_\_\_\_\_

## Marina Deposit Refund Request

To receive a refund of your deposit, please leave the marina in the same or better condition as prior to rental, as determined by the Marina Chair/designee. Please initial this checklist and return it to the address at the bottom to request your refund.

**To be completed at the end of your reservation.**

### Initials

\_\_\_\_\_ 1. I have walked the grounds and picked up any debris I or my guests may have left, including but not limited to, confetti, water balloons, silly string, candy wrappers, small toys, and drink containers. I have placed all trash, including candy wrappers, cigarette butts, and other small items in garbage bags that I will take with me upon my departure.

\_\_\_\_\_ 2. If anyone visited the docks, I have ensured no garbage or personal belongings were left behind.

\_\_\_\_\_ 3. I have cleaned any equipment that I used during my reservation, including the grill(s), tables, and countertops.

\_\_\_\_\_ 4. I have turned off all faucets, lights, fans, and any other electrical item(s).

\_\_\_\_\_ 5. I have ensured that all fires in the grill(s) and/or fire pit are completely extinguished by using water, if necessary.

\_\_\_\_\_ 6. I have ensured that the floor of the pavilion and bathrooms are free of any trash and/or food.

\_\_\_\_\_ 7. I have inspected the pavilion, bathrooms, and playground for any deficiencies or damage, which I will immediately report to the Marina Chair or Community Manager.

\_\_\_\_\_ 8. I have removed all decorations, string, tape, tacks, etc. and properly disposed of these items.

\_\_\_\_\_ 9. I have checked for and removed all personal belongings, shoes, towels, and clothing.

\_\_\_\_\_ 10. All my guests have exited the property, and I have fully closed the bathroom doors

\_\_\_\_\_  
Signature of Resident

\_\_\_\_\_  
Date(s) rented

For Office Use Only

\_\_\_\_\_  
Marina Chair/Designee

Release deposit?  
Yes \_\_\_\_\_ No \_\_\_\_\_

\*If No is checked, please indicate deficiencies here: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Please return this initialed form to the BLACK mailbox labeled "MARINA" IN THE DRIVEWAY at 3303 Arrowsmith Rd.**