

SUMMER CLUB CLUBHOUSE EVENT USE APPLICATION

Homeowner _____ Date _____
and time of requested use _____

Type of Event _____

Number of People to attend _____

Will there be use of the kitchen YES ____ NO ____

Will there be use of the stoves YES ____ NO ____

1. Clubhouse for use by Summer Club homeowners only and can ONLY be for event sponsored by the homeowner.

2. Homeowner is required to contact Jake Putman, Fire Marshal of Ocean Beach Fire Dept. Call (516)710-2517. Events should not exceed 50 people.

3. Homeowner to provide a certificate of insurance with this application, naming Summer Club Condominium as additional insured. A certificate of insurance is required naming Summer Club Condominium as an additional insured and this can be obtained from Summer Club's insurance broker, Craig Sherman of Prince Associates, (516) 822-6550, sherman@princeins.com.

4. Homeowner responsible for thorough cleanup of all used areas of the clubhouse within 24 hours of the event. Please contact Rachel of Sunshine cleaning at (631) 767-4386. All garbage must be bagged and put in garbage cans outside of the clubhouse. Arrangements must be made with Teo (347) 234-8531 (call and/or text) to remove all garbage the day after the event. All food and beverages removed from premises within 24 hours.

5. Homeowner must receive approval by the Board of Managers for use by receiving a signed copy of this application.

6. **Submit refundable deposit:** A \$250 refundable deposit sent to Don Sussman is due at least one week prior to the event. Mail check to 70 East 10th street, Suite GFK/2K, New York, NY 10003. Email dsussman.ny@gmail.com for any question.

7. **Submit this form along with the deposit at least one week prior to event:** Email paperwork to Helen Graber at Graberhelen@gmail.com.

Approval _____ Date _____