

**INDIAN TRAILS CLUB, INC.**  
**PROCEDURES FOR RESERVING THE CLUBHOUSE FOR A PRIVATE PARTY**

1. At least one week in advance, reserve the date by calling the Management Company.
2. An application and a copy of rules for using the Clubhouse are available from the Elliott Merrill website; by e-mail from Wendy Cowan, Assistant to Lee Rech, at the Management Company, 772-569-9853 ext, 120; from the gatehouse.
3. Send the application, with the appropriate deposit and user fees to the Management Company.
4. If the party is during the day, owner must provide gate attendant with the name of the caterer and a list of the guests, in alphabetical order, at least twenty four hours before the party.
5. If the party will be in the evening, after the guards have gone off duty, a code will be issued to the property owner. The property owner will be responsible to ensure that their guests have this code.

**INDIAN TRIALS CLUB, INC.**  
**RULES FOR USING THE CLUBHOUSE**

The following rules apply when the Clubhouse is used by Property Owners for private parties:

1. The Clubhouse may not be used for commercial purposes.
2. The property owner must be present at the party and is responsible for the conduct of his or her guests and for any damage that occurs during the event.
3. The maximum capacity of the Club House is 75 persons. Because of fire regulations and insurance purposes, this rule will be strictly enforced.
4. Guest's cars must be parked in a place where they do not disrupt traffic or encroach upon any neighbor's property. A diagram of approved parking spaces is available from the gate house. **Orange cones are available to define no-parking areas.** Do we still have these??
5. Under no circumstances may alcoholic beverages be offered or served to anyone under the age of 21.
6. In accordance with Indian River Shores Ordinance No. 459, the level of music or other noise may not disturb any neighbor. The ordinance also states that noise restrictions apply between the hours of 10:00 p.m. and 7:00 a.m.
7. The premises must be vacated at 11:00 when the security system will lock the doors.
8. The property owner is responsible for cleaning the clubhouse; placing all trash in the containers provided; turning off the lights; and removing all food or beverages from the Clubhouse.
9. A special access code will issued to the property owner and will be operational during the time of the party and will be removed from the system the next day. This code will be issued by the Management Company upon receipt of the required \$125.00 user fee and \$250.00 refundable security deposit.
10. **DO NOT** use the grill within 10 feet of any structure. Instructions for use are posted at the clubhouse. Please be sure to turn the grill off after each use.

Please contact the Chairman of the House Committee regarding special instructions for using the kitchen.

**INDIAN TRAILS CLUB, INC.**  
**APPLICATION FOR USING THE CLUBHOUSE FOR A PRIVATE PARTY**

PROPERTY OWNER \_\_\_\_\_ PHONE # \_\_\_\_\_

TYPE OF PARTY \_\_\_\_\_

DATE \_\_\_\_\_ HOURS OF USE \_\_\_\_\_ NO. OF PEOPLE \_\_\_\_\_

CLEANUP WILL BE COMPLETED BY \_\_\_\_\_ A.M./P.M. THE DAY AFTER THE PARTY.

NAME OF CATERER \_\_\_\_\_

NAME OF BAND OR DJ \_\_\_\_\_

**DEPOSIT**

A \$125.00 non-refundable user's fee is required. A \$250.00 damage and cleanup refundable deposit is required. The deposit will be returned within one week if no additional cleanup is needed. Checks should be made payable to Indian Trails Club, Inc. and mailed with the application to the Management Company.

**RELEASE OF LIABILITY**

I agree for myself and my guests to use reasonable care not to damage or destroy any property, and to assume all risks associated with use of the premises, to the fullest extent permitted by law. I further agree for me and my guests to waive any and all claims or causes of action which I may now have or which I may hereafter have against Indian Trails Club, Inc, arising out of my use of the premises, and I further agree to indemnify and hold harmless Indian Trails Club, Inc, against all claims, liabilities, damages, costs and expenses, including reasonable attorney's fees arising out of my or my guests' use of the premises.

Charges for damage or clean up exceeding \$250.00 will be billed to the property owner.

\_\_\_\_\_  
DATE SIGNATURE OF PROPERTY OWNER

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Date Deposit and Application Received \_\_\_\_\_

Date Deposit Returned \_\_\_\_\_ Amount \_\_\_\_\_

Comments: \_\_\_\_\_  
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