

**The Royale Riviera, A Condominium**  
**c/o Elliott Merrill Community Management**  
**835 20<sup>th</sup> Place, Vero Beach, FL 32960**  
**Ph: (772) 569-9853; Fax: (772) 569-4300**  
<http://www.elliottmerrill.com/royaleriviera/>

REQUEST FORM FOR USE OF PENTHOUSE ROOM(S)

The person requesting use of a room should complete this request form and return it to Elliott Merrill for approval by the Board of Directors. If guests are primarily non-residents, a \$100 deposit is required when reserving the room(s) and should be submitted with this request form.

A member of the Board of Directors will approve the date, time, purpose and rooms which are to be used. A calendar is posted on the bulletin board to show the dates that rooms are reserved. Board members are responsible to maintain the calendar.

For the following holidays: Thanksgiving, Christmas Eve, Christmas day, New Years Eve, New Years day and Easter, all request forms must be submitted one month prior to the holiday so the Board can resolve any issues in the event there are multiple requests for a room.

Social Room (Max Capacity 57 - furniture as is) OR

Meeting Room (Max Capacity 35 with tables & chairs - 74 with chairs only)

Name (Please print): \_\_\_\_\_

Unit Number: \_\_\_\_\_ Home Phone #: \_\_\_\_\_ Cell #: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Time Slot: \_\_\_\_\_

Type of Event: \_\_\_\_\_ # of Guests Expected: \_\_\_\_\_

The penthouse rooms are for the enjoyment of all unit owners and long term renters of the Association. As with all good things, we need guidelines to ensure the continued use and pleasure of our social and meeting rooms. By signing this form I acknowledge that I am aware of the following:

- ✓ If a party is serving alcohol to more than 25 guests, the resident requesting this party must submit along with this application a certificate of insurance naming Royale Riviera as an additional insured regarding the event. The applicant must also provide a guest list and a plan for parking.
- ✓ The person requesting use is responsible for the decorum of guests, cleaning the facility, for any damage incurred, for locking the facility and turning off all lights, the air conditions and fans.
- ✓ PLEASE INFORM YOUR GUESTS THAT THERE IS NO SMOKING IN THE PENTHOUSE ROOMS.
- ✓ Rooms are available from 9 a.m. to 10 p.m.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

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(THIS SECTION RESERVED FOR OFFICE USE ONLY)

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_