

Le Jardin at Hammock Dunes  
28 Porto Mar  
Palm Coast, Fl. 32137

# Social Room Reservations/Board Room Reservation

Date: \_\_\_\_\_ Time: \_\_\_\_\_

Unit# \_\_\_\_\_ Owner Name: \_\_\_\_\_

# of Guests \_\_\_\_\_ Deposit Collected: \$ \_\_\_\_\_

Cleaning Scheduled \_\_\_\_\_

I take full responsibility for the social room, card room and the facilities that I am reserving and for each person that is my guest.

- Owners are responsible for cleaning the social/board room (including the kitchen and patio areas, if used) immediately after using the room. All trash is to be disposed of in the trash chute. If the social/board room or the kitchen and patio is not properly cleaned, the Owner will be charged a cleaning fee at a minimum rate of \$75.00.
- If an Owner finds that the room is not clean when the Owner has reserved it, they must notify the manager or the maintenance immediately.
- The unit Owner is responsible for any damages that may occur during the use of the facilities and must report damage to the manager.
- If the kitchen area is used:
  - All trash must be removed and disposed of in the trash chute.
  - All dishes, glassware, and utensils must be washed, dried and put back in their original places. Dishwasher supplies are located under the sink.
  - Floors and counter tops must be free of grease and debris.
  - The refrigerator must be clean and free of leftover food.

The Social and Board Rooms must be returned to the original condition. All Carpets to be vacuumed, all countertops and tables free from stains and crumbs, tile areas moped and all trash properly disposed of.  
Any stains on carpet MUST BE spot treated immediately. Cleaner can be found under sink in Social room.

Unit Owner's Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Le Jardin Use only:**

Inspection Completed By: \_\_\_\_\_ Time/Date: \_\_\_\_\_

Deposit returned: \_\_\_\_\_