

Le Jardin at Hammock Dunes Theater Reservations

Date: _____ Reservation Time: _____ to _____

Unit# _____ Owner Name: _____

of Guests _____ Deposit Collected: Y/N _____

I take full responsibility for the theatre and the facilities that I am reserving and for each person that is my guest.

When an Owner wishes to use the theatre:

- Reserve the theatre with the office staff during normal office hours or sign up on the calendar for normal use.
- Sign a reservation form. Calendar showing the current bookings is located in theater.
- Owner agrees to take responsibility for locking/securing the theater after its use.
- The Unit Owner is responsible for leaving the theatre clean. If the theatre is not properly cleaned, the Owner will be charged a cleaning fee at a minimum rate of \$30/hour.
- When you open the theatre for your event, check to make sure the room is clean and orderly. If it is not, please notify the manager on duty to report the room condition.
- When you are finished using the theatre, the Owner is responsible for ensuring that the equipment and lights are turned off and the theatre is locked and air conditioning is set at 76 degrees.

***Please note the remote is inspected after each reservation. The remote is fragile and replacement cost is \$1,500.00.**

Unit Owner Signature

Date

Le Jardin Use only:

Remote for Theatre Returned and Inspected: _____

Inspection Completed by: _____ Time: _____