

The Ormond Heritage
CONDOMINIUM MANAGEMENT ASSOCIATION, INC.
One John Anderson Drive, Ormond Beach, Florida 32176
(386) 672-6778

Rules for Private Use of Ballroom, Meeting Room,
Card Room and Kitchen
April 25, 2006

1. The ballroom is intended for the use by Ormond Heritage owners and their tenants. The host must attend the function. The host resident is responsible for the conduct of his/her guest. Guests are limited to the general area of the ballroom (lobby, restroom, and veranda, bar room and card room). The ballroom is not open to the general public. Please note that all owners that lease out their units transfer all rights to their tenants and delete owner's rights.
2. The ballroom cannot be reserved on Christmas, New Years Eve, Thanksgiving or the First Saturday of November (for the yearly membership meeting), with the exception of Ormond Heritage Functions.
3. All reservations must be made with the Association Management by a resident host. A or B applies.
 - A. Reservations require a \$500.00 deposit. This applies to owners and/or residents and their families (parents, grandparents, siblings, children, grandchildren and first generation family members). \$100.00 of the deposit will be allocated to administrative expenses. The additional \$400.00 will be applied to professional cleaning following the event and security guard fees. Any damages that may occur will be charged to the resident host. Any balance remaining from the \$400.00 will be refunded; however, in the event these expenses exceed \$400.00, the deficit will be billed to the resident host. All other costs (rental of tables, chairs, table cloths and additional rooms) will be paid separately.
 - B. Reservations require a \$1,000.00 non-refundable fee if an owner is hosting an event for a non-family member. Security guard and professional cleaning costs will be covered in this non-refundable fee. All other costs (rental of tables, chairs, table cloths and additional rooms) will be paid separately*.
4. A statement of liability is required for each reservation for the card room, second floor meeting room, pool party room (North Building), or kitchen. The Host is required to clean the area after use. If the area is not cleaned or requires additional cleaning, this will be charged to the Host.
5. No live music is permitted in the Second (2nd) Floor Meeting Room or on the Ballroom patio. CD background music may be provided upon request through the office. Volume controls are located in the Card Room and Second (2nd) Floor Meeting Room. Live music performances are permitted only within the Ballroom.

6. Tables, chairs and tablecloths may be rented from the Ormond Heritage. Rental fees are: 5 ft. round tables (seats 8) - \$10.⁰⁰ each, long tables (seat 8 to10) - \$10.⁰⁰ each, chairs - \$1.⁰⁰ each, and tablecloths - \$2.⁰⁰ each, when using any of the above mentioned areas for a function.
7. Unit owners / tenants must sign a statement of liability for use of the Ballroom. A security guard must be present a half-hour before function begins and stay until the last person leaves the function.
8. There is a 1:00 AM curfew and all ballroom doors will be kept closed after 11:00 PM.
9. The recommended seating capacity is 150 and the recommended room capacity is 200 for stand-up cocktail parties in the ballroom.
10. No host will be allowed to move existing ballroom furniture or floral arrangements for function set up without written approval of OHC Management.
11. The ballroom and all other inside rooms are no smoking areas. Smoking will be allowed only on the outside veranda with smoking materials deposited in the provided receptacles.
12. No minor under the age of 21 will be allowed to drink alcoholic beverages on the premises of the Ormond Heritage Condominium.
13. The maintenance crew cannot accommodate residents during working hours to set-up for private functions in the ballroom, meeting room, card room, kitchen or condos. The resident must hire and pay directly to the maintenance crew after normal working hours. (\$15.00 per hour, per person)

***WE EXPECT YOUR COOPERATION IN FOLLOWING THESE RULES, AS THE OWNER/HOST WILL BE HELD FULLY ACCOUNTABLE FOR THE COST OF ANY DAMAGE TO THE CONDOMINIUM PROPERTY.**

MANAGERS - Daryl & Marsha Godtfredsen

OFFICE TELEPHONE # (386) 672-6778

OFFICE HOURS Mon – Fri 8:00 A.M. – 12:00 (NOON) & 1:00 P.M. – 4:00 P.M.

Rev: 04-25-06