

# Sea Ranch Club Condominium Bldg. "C"

4900 North Ocean Blvd., Lauderdale-by-the-Sea, FL 33308

## RESERVATION FOR USE OF GUEST SUITE

OWNER'S NAME: \_\_\_\_\_

UNIT #: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

DESIRED DATES:      *From:* \_\_\_\_\_ *To:* \_\_\_\_\_

TOTAL GUESTS:      *Adults:* \_\_\_\_\_ *Children:* \_\_\_\_\_

NAMES OF GUESTS: \_\_\_\_\_  
(max. 4 guests)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

VEHICLE MAKE & MODEL \_\_\_\_\_ COLOR \_\_\_\_\_ TAG# \_\_\_\_\_

### NOT INCLUDING THE CURRENT MONTH, RESERVATIONS CAN BE MADE UP TO THREE (3) MONTHS IN ADVANCE

All reservations are booked for use from Friday (check in: 4:00PM) to Friday (check out: 10:00AM). All reservations are to be made via email with Lily at [office@searanchc.com](mailto:office@searanchc.com). The date and time stamp on the email will be utilized to resolve any reservation request conflicts (multiple attempted reservations for the same dates).

The weekly Rate (7 nights) is \$1,500.00. A second full week may be added to the reservation. **Please note that reservations cannot be broken up into individual days. There is a one-week minimum and a two-week maximum on all reservations.** The weekly rate does not include a 13.5% sales and tourist Tax, or a \$75.00 cleaning fee. **Payment in full is due within 24 hours of making the reservation.** The Guest is responsible for the room, tax, and cleaning fees (check or cash).

**Deposit for guest suite:** A deposit of \$500.00 (separate cash or check) for the use of the suite is required within 24 hrs. of the reservation confirmation, **no exceptions. Failure to provide deposit within 24 hours will result in forfeiture of the reservation for that specific booking. That week will then be offered to the next Owner in line for that week. Owners who are out of town at the time a reservation is booked, must overnight the deposit and Guest Suite fees.** The deposit will be available for pick up in the office, subject to inspection for damage or loss after their Guest has departed.

**Cancellation Policy:** In the event a reservation needs to be cancelled, a forfeiture of the entire deposit of \$500 will occur unless the cancelled dates are filled by another unit owner who is: (1) In line for those dates or (2) Available to other Owners who have requested the Guest Suite.

I HAVE READ AND UNDERSTAND THE POLICIES ESTABLISHED FOR RESERVING THE GUEST SUITE. FURTHERMORE, IT IS UNDERSTOOD THAT I WILL FORFEIT MY SECURITY DEPOSIT TO REIMBURSE THE SEA RANCH CLUB CONDOMINIUM BLDG. "C" FOR REPAIRING ANY DAMAGE, OR FOR REPLACING ANY MISSING ITEMS (See attached INVENTORY). FURTHERMORE, I AGREE TO REIMBURSE THE ASSOCIATION FOR ANY DAMAGE OR LOSS THAT EXCEED THE \$500 SECURITY DEPOSIT. I WILL SUPERVISE AND BE RESPONSIBLE FOR THE ACTIONS OF ALL MY GUESTS AND GUARANTEE THAT THEY WILL ABIDE BY ALL SEA RANCH RULES AND REGULATIONS., I WILL BE RESPONSIBLE FOR ALL STATE AND CONDO LAWS AND HOLD SEA RANCH CLUB CONDOMINIUM AND ITS EMPLOYEES HARMLESS FOR ANY INCIDENT THAT MAY ARISE.

OWNER'S SIGNATURE: \_\_\_\_\_ UNIT# \_\_\_\_\_

GUEST SIGNATURE: \_\_\_\_\_

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

DEPOSIT PROVIDED \$ \_\_\_\_\_

GUEST SUITE FEE \$ \_\_\_\_\_

CLEANING FEE \$ \_\_\_\_\_

13.5% SALES & TOURIST TAX: \$ \_\_\_\_\_

TOTAL AMOUNT OWED: \$ \_\_\_\_\_

AMOUNT PAID FOR SUITE: \$ \_\_\_\_\_

RECEIVED BY: \_\_\_\_\_ DATE RECEIVED: \_\_\_\_\_

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Management Office use only

\_\_\_\_ Approved

\_\_\_\_ Declined

OFFICE: \_\_\_\_\_ DATE: \_\_\_\_\_

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**ONLY UNIT OWNERS IN BUILDING "C" MAY RESERVE THE GUEST SUITE. UNIT OWNERS MUST BE IN RESIDENCE DURING THE ENTIRE TIME THEIR GUESTS ARE STAYING IN THE GUEST SUITE.**

**THE UNIT OWNER MUST PICK UP THE GUEST SUITE KEYS FROM THE FRONT DESK & SIGN THE INVENTORY FORM ON SATURDAY AT 4:00PM (CHECK-IN DAY). KEYS MUST BE GIVEN TO GUEST SUITE OCCUPANT BY UNIT OWNER ONLY. KEYS MUST BE RETURNED TO THE FRONT DESK NO LATER THAN 10:00AM ON SATURDAY (CHECKOUT DAY). EARLY CHECK-IN AND LATE CHECK-OUT IS NOT PERMITTED.**