

**PORT ANNE OWNER CONFERENCE ROOM RENTAL FORM  
(Attachment 3)**

Date request submitted: \_\_\_\_\_

Date(s) for the room reservation: \_\_\_\_\_

Name of homeowner reserving the room: \_\_\_\_\_

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The Conference Room rental rate is \$45 per day. Payment must be personally made by the owner, no commercial, association, etc., payments will be accepted.

Unless special arrangements are made, check-in is at 8:00 AM and check-out is by 4:00 PM.

The Property manager will provide the office entry door access code to the renting homeowner.

**NO SMOKING:** The Port Anne Clubhouse interior and the exterior area within 25 feet of the Clubhouse; the enclosed pool deck; the tennis court; and the parking lot are non-smoking areas. The use of cigarettes, cigars, pipes, other tobacco products; e-cigarettes; vaping; etc. is expressly prohibited.

The conference room rental fee is for the rental of the conference room and does not include the use of the kitchen or any portion of the clubrooms.

I agree to be present for the entire period the Conference Room is in use during the rental period.

I do, hereby acknowledge that I have read and understand the Clubhouse Rules & Procedures, do agree to observe and enforce all rules and regulations governing the use of PAOA property and facilities and that any and all rental deposits required may be forfeited for failure to adhere to the rules and regulations as well as charges to my account should damage be done to the facilities.

I do further agree to protect, indemnify and hold harmless the PAOA, its officers and employees, from any and all claims liabilities, damages or rights of actions, directly or indirectly, growing out of the use of these premises.

I do further acknowledge that the right of the Applicant to use the property and facilities as aforesaid may be revoked at any time for a violation by the applicant, its agents, independent contractors, guests or invitees of any rules, regulation or policy governing the use of PAOA property.

\_\_\_\_\_  
Lessee's Signature      \_\_\_\_\_      \_\_\_\_/\_\_\_\_/\_\_\_\_  
(Homeowner's Signature)      Lessee's Printed Name      Date