



Panama City Resort & Club

Welcome to our family-friendly resort!

Upon registering, you are required to abide by our regulations and expected to maintain proper behavior at all times. Failure to comply with items listed below may result in eviction with or without a warning by Panama City Resort & Club Staff or the Resort General Manager. Your signature below serves as an acknowledgement of these policies and an agreement by you and your entire party to abide by them.

Check-in after 3:00 PM/Check-out 10:00 AM

*****Late check outs will be billed at a rate of \$25.00 for every 15 minutes past 10:00 a.m.*****

Efficiency Units & 1 Bedroom/1 bath Units hold up to 4 people; 1 Bedroom/2 bath Units hold up to 6 people. All unit occupancy limits are children and adults combined. \$100 per day fine if your occupancy level exceeds the maximum. Over occupancy is subject to possible eviction.

- ❑ **Reservations:** Reservations are in the name supplied to us by the Owner of the Unit, Exchange Company, Vacation Club, or Rental Agent. The only person who may check-in and register is the person named on that reservation. They must be at least **23 years of age** to register and have a valid State I.D. or Driver's License for proof of age. The registered guest must be staying at the property with their party in order to be responsible for the conduct of their guests, as well as assume financial responsibility for any damages. **There are no exceptions to this policy.**
- ❑ **Security Deposit:** A security deposit of **\$150.00 by valid credit card** is required at check-in for all RCI, II, or VRlety members or Guest Certificates, Bluegreen Vacationers, and Rental Guests. The name on the card must match the name on the reservation. The registered guest is held responsible for any and all damage to the accommodations or the common areas of the property. **The cost of any damage caused by owners or owner's guest will be charged to the owner's account.**
- ❑ **Parking:** Each unit is allowed **one vehicle on the property**. All vehicles must be registered at the Front Desk. Any vehicle not displaying the resort's parking permit received at check-in is subject to towing at the vehicle owner's expense. **No campers, trailers, boats, or other over-sized vehicles are allowed.**



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- ❑ **Unit Lockout:** There is a **\$25.00** charge if we dispatch staff to open your unit for lockout service, payable to the resort next day of business at the front desk. There is also a **\$5.00** per key card charge for lost or unreturned key cards.
- ❑ **Alcohol:** Any alcohol being consumed by minors on the property will be confiscated and may lead to eviction, and/or subject to review by Law Enforcement Officials.
- ❑ **Noise:** Loud music or parties are prohibited. Nothing is to be thrown from the balconies, hallways, or other common areas. Clothing and towels may be hung on wall rack only – not over balcony railing. Florida law prohibits throwing anything from patios/balconies. Please – NO Feeding the Seagulls from your Balcony or on Resort Property!!!
- ❑ **Attire:** Proper, non-offensive attire and language is required at all time in common areas of the property. Thongs and/or G-String swimwear are not permitted on the property.
- ❑ **Pets:** Animals are not allowed on the property or in your unit. A \$100.00 Fine will be assessed, plus possible cleaning fees.
- ❑ **Smoking:** All units are non-smoking. Evidence of smoking in units will result in a **\$250.00 remediation and cleaning fee**. This fee will be charged during or after check-out to the registered guest's credit card on file (all owners will be billed separately). Ash trays are available at the front desk for use on the balconies only.
- ❑ **Checkout Procedures:** Please empty refrigerator and take garbage to dumpster, located on the northeast corner of parking lot. Please clean dishes, place used towels and linens in laundry basket or on floor. There will be an additional \$50.00 cleaning fee charged for rooms that are excessively dirty or cluttered. If requested, all rooms will be inspected prior to your checkout on departure day, during office hours. Please make sure front door to unit is locked upon exiting and place keys in lockbox to the right of the Office Front Door. Please checkout in the Office if open.

UNIT # _____ REGISTERED GUEST NAME: _____

REGISTERED GUEST SIGNATURE: _____ DATE: _____



Panama City Resort & Club

16709 Front Beach Rd., Panama City Beach, FL. 32413
Phone - 850.235.2002 Fax - 850.235.2900 Email - gm@pcresortandclub.com

Welcome Owners and Guest!

Our entire staff is committed to helping make your visit the best possible vacation experience! Should any maintenance problem occur in your unit during your stay, please contact the Front Desk by dialing "0" (during office hours) and we'll make repairs as soon as possible.

After Hours Arrivals

If you arrive after office hours, it will be necessary for you to register at the Front Desk **before 12 Noon** the following morning to avoid a possible lockout or eviction. You may be asked for a State I.D. or a Driver's License for proof of age, credit card or cash for a Security Deposit (\$150.00), and to sign your registration card. We will also issue you a parking pass and additional keys.

Continental Breakfast

Please join us **Saturday morning at 10:00 A.M CT** for a Continental Breakfast in our Hospitality Suite, located beside the front office. This is a great chance to meet other owners and guests staying at the Resort.

Linen & Towel Exchange

Please complete the **Linen/Towel Exchange Form** included in this packet. Place the form in the laundry basket along with your dirty linens and leave the basket outside your door before **10:00 a.m. on Tuesday**. Please follow instructions on form to have laundry placed in your unit. You may call Housekeeping Dept. @ Ext. 553 to make other arrangements to have laundry exchanged.

Office Hours

Saturdays to Thursdays: 9:00 A.M. – 5:00 P.M. Central Time Fridays: 8:30 AM – 7:00 PM Central Time **Hours may vary on Holidays**

Owner's Meeting

The manager will have an owner's meeting every Tuesday at 10:00 in the hospitality room.

After Hours Contact Numbers

For plumbing, electrical, unit lockouts, or other Resort Emergencies please call **850-381-0127 or 850-628-3929**. If no answer, leave a detailed message with your name, unit number and telephone number. ***** There is a \$25.00 charge for lockout service if we dispatch staff to open your unit, payable at front desk by next business day*****

Lost or Unreturned Keys

There is a **\$5.00** charge **per key** for lost or unreturned keys.

Check Out Procedure

Please take out the trash, wash the dishes, and strip the beds and put all linens in one pile anywhere in the unit. The trash dumpster is located on the Northeast corner of the parking lot. ***** Checkout time is 10 A.M. on your scheduled day. Late checkouts will be billed at a rate of \$25.00 for every 15 minutes past 10 A.M. *****

Telephone Service

Dial "9" for an outside line. Local and "800" calls are free. Dial "0" to reach the Front Desk during Office Hours.

Police, Fire, or Medical Emergency: Please dial "9" then "911"!

For all **Non-Emergencies** including Excessive Noise Complaints call PCB Police: **850-233-5000**

Internet Access

To access our complimentary in-room Internet service, choose "View Wireless Networks" on your computer and click on any connection showing "PC Resort & Club". After you access your web browser, you will then be asked to accept the Network Communications Wireless Use Agreement. Please click the "Accept" prompt and that will allow you access to the Internet. All guests are advised to use caution when using wireless internet services – especially if connecting to sites that may contain sensitive personal or financial information. Even on a secure network, keep in mind that anyone connected to that network can possibly see or intercept information from your device. If

you need to access sensitive information or sites, please consider using your own personal "hot spot" via your cell phone, etc. **Should you have any connection problems, please contact Customer Support at 888-363-8266 – 24 hours a day/7 days a week.**

Washers and Dryers

Washers and dryers are available for guest to use on the east end of the **2nd, 3rd, and 4th floors, 24 hours a day**. Use is **FREE** and detergent and dryer sheets are available for sale during office hours at our Front Desk. Laundry Rooms are kept locked, but guests can access the locked laundry rooms by using the key with the color protector that was issued at check in. **Please lock the door upon leaving the laundry room.**

Newspapers

There is a coin operated newspaper box located on the east end of the building near the entrance to the picnic area that features our local newspaper.

Books, Games, Puzzles, Cards and DVD's

We have a selection of books, games and puzzles in the Hospitality Suite available at no charge. Please return before you check out. We also have a list of DVD's at the Front Desk for rent.

Outgoing Mail

There is an outgoing mailbox at our Front Desk. US Postal Service pickup is usually between 9:00 AM and 10:00 AM, Monday – Saturday. We also have first class and postcard stamps available for sale.

Swimming Pool & Hot Tub

The Swimming pool and hot tub is **OPEN 8 A.M. to 11 P.M. daily**. The pool and hot tub may be closed periodically for cleaning or maintenance. An adult must accompany persons under 16 years of age at all times. And there is **NO DIVING** allowed. Parents are responsible for their children and **NO GLASS** or food is allowed on the pool deck. **THERE IS NO LIFEGUARD ON DUTY!**

Pool/Sun Deck Chairs & Cushions

The Resort has a limited number of chairs and chaise lounges, located on our pool deck. ***** Please do not save chairs or lounges. Unoccupied chairs and lounges at the pool and sun decks may have belongings moved to accommodate those guests who wish to use the chairs. *****. A limited number of cushions for chaise lounges are available to rent for \$2 per day or \$10 per week at the Front Desk.

***** Please do not take chairs from units or our pool area to the beach. *****

Occupancy Limits

Occupancy limits and local fire code is strictly enforced: 4 persons maximum for our 1 bedroom/1 bath and Efficiency units; and 6 persons maximum for 1 bedroom/2 bath units – adults and children combined. *****Over-occupancy is subject to eviction.*****

Please help keep our Resort Clean

Feeding the seagulls or other birds and animals on Resort property is prohibited. It is a violation of Florida State Law to throw any items whatsoever from patios and balconies and violators will be prosecuted.

Kitchen Wares

Please note that kitchen wares are not sanitized between each stay. Each guest is asked to clean dishes and other kitchen wares that have been used during their stay and place them back in cabinets or pantries. We strongly recommend that you check each kitchen item before use to make sure it is suitable for use.

ADA Pool/Spa Lift

Please see Front Desk for the ADA Pool/Spa Lift Usage Guide.



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FLOAT OWNER INFORMATION

The outline below was created to help Float Owners make efficient, timely reservations and get the most out of their vacation ownership at Panama City Resort & Club.

- **Fixed Owner** - Reservations are automatically booked each year for Fixed owners at Panama City Resort & Club. Owners may find the arrival date of their use week by reviewing the existing reservations on their Online account.
- **Float Owner** - To use your week at Panama City Resort & Club, please confirm reservations by one of the following methods:

1. Book Online using VRI's Online Reservations System.
2. E-mail the VRI Central Reservations Department at "reservations@vriresorts.com".
3. Fax a request to the VRI Central Reservations Department at (949) 315-3850.
4. Call the VRI Central Reservations Department at (866) 469-8222. The office is open Monday through Friday from 6:00 a.m. to 6:00 p.m., Saturday from 8:30 a.m. to 4:00 p.m. PT, and closed on Sundays and most holidays.

Confirmation of your use week will be received via e-mail or by mail within 7 to 10 business days. International delivery will be slightly longer.

1. To exchange your week: After making a reservation, please contact the exchange company of your choice to deposit the week you have confirmed.
2. Owners can take advantage of the VRI Owner Rental Program by completing the VRI Rental Agreement Packet found in the Resort Forms section of your Online account page. The rental packet must be filled out completely including the W-9 tax form and mailed to the following address:

Vacation Resorts International
Attn: Reservations
25510 Commercentre Dr., Ste. 100
Lake Forest, CA 92630

To further help you with your vacation planning, here are some of the existing policies that you may have forgotten or were unaware of:

1. Fixed week owners can bank their reserved weeks with an exchange company up to 104 weeks (2 years) in advance; however, maintenance fees must be paid through the year you are depositing.
2. Float owners may confirm regular use week reservations up to 270 days in advance on Mondays, as long as your maintenance fees are paid through the year you are reserving.
3. Email and fax reservation requests may be submitted starting at 12:01 a.m. PT, on the Thursday and no later than 3:00 p.m. PT, on the Friday prior to the Monday processing day for the week you are requesting.
4. Mailed reservation requests may be submitted 7 days or less prior to the Monday processing day for the week you are requesting.
5. **All reservation requests not received within the specified days and times will be discarded and not processed.**
6. Owners must cancel their use week reservations 14 days or more in advance of the scheduled arrival. There is a \$50 fee to reconfirm another reservation.

Vacation Resorts International Central Reservations Department has fully trained staff available to answer questions and assist with your plans. Please contact VRI at: (949) 859-2181- hours of operation are Monday through Friday 6:00 a.m. to 6:00 p.m. (Pacific Time); Saturday, 8:30 a.m. to 4:00 p.m. (Pacific Time); Sunday and Holidays-Closed.



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FLOAT OWNER USE TIME RESERVATION REQUEST FORM

Please use this form to request your **"USE TIME"** at Panama City Resort and Club. Reservations should be requested at the earliest possible date allowed. All reservations are processed on a first-requested, first-served basis. All fees must be current prior to the reservation use or any exchange. If the account becomes delinquent after a reservation is made, it is automatically cancelled and you would have to re-book your week subject to availability. Please refer to the Resort's Assessment, Billing and Collection Policy that accompanies your maintenance fee bill for additional requirements regarding delinquent accounts. **PLEASE NOTE:** If you own multiple weeks, duplicate reservation request forms are required for each week. If you plan to space bank your week for exchange, please contact VRI Central Reservations at least one week after submitting a request to confirm the date and unit number of your reserved week.

ALL INFORMATION IS REQUIRED-----PLEASE COMPLETE IN FULL:

Deeded Owner(s) Full Name(s): _____

E-Mail Address: _____ Account #: _____

Address: _____ City: _____

State: _____ Zip: _____ Home Phone: _____

RESERVATION WEEK (PLEASE CHOOSE ONLY ONE OF THE FOLLOWING OPTIONS)

____ I will take any available week for the year _____ (If space banking week, consider this option)

OR

____ I wish to request a specific week (check week # with resort calendar provided) and my choices are as follows:

FIRST CHOICE Week # _____ Arrival Date _____ Use Year _____

SECOND CHOICE Week # _____ Arrival Date _____ Use Year _____

THIRD CHOICE Week # _____ Arrival Date _____ Use Year _____

Email form to: reservations@vriresorts.com

Fax form to: (949) 315-3850

Mail form to: VRI Central Reservations, 25510 Commercentre Dr., Ste. 100 Lake Forest, CA 92630

Please note: Unit number or floor is not guaranteed. *This form may be emailed or faxed beginning at 12:01 a.m., Pacific Time, on the Thursday prior to the Monday processing day for the week you are requesting and no later than 3:00 p.m., Pacific Time on the Friday prior to the Monday processing day for the week you are requesting. **Mailed Reservation Request forms cannot be postmarked more than one week prior to the Monday processing day that corresponds with the use week you are requesting or they will be discarded and not processed. Faxed or mailed Reservation Requests not received within the specified days and times listed above will be discarded and not processed. All reservation requests will be processed starting at 6 a.m., Pacific Time on the Monday processing date that corresponds with the use week requested.



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PCR 2019 Float Week Booking Calendar						
SEASON	USE WEEK	2019 Use Week	BOOKING DAY MONDAY (OF 2018 & 2019)		FAX and EMAIL (THUR-12:00AM PST)	
F L O A T T I M E	1	Jan-4 - Jan-11	Apr-9		Apr-5	
	2	Jan-11 - Jan-18	Apr-16		Apr-12	
	3	Jan-18 - Jan-25	Apr-23		Apr-19	
	4	Jan-25 - Feb-1	Apr-30		Apr-26	
	5	Feb-1 - Feb-8	May-7		May-3	
	6	Feb-8 - Feb-15	May-14		May-10	
	7	Feb-15 - Feb-22	May-21		May-17	
	8	Feb-22 - Mar-1	May-28	2	May-21	2
	9	Mar-1 - Mar-8	Jun-4	0	May-31	0
	10	Mar-8 - Mar-15	Jun-11		Jun-7	
	11	Mar-15 - Mar-22	Jun-18	1	Jun-14	1
	12	Mar-22 - Mar-29	Jun-25		Jun-21	
	13	Mar-29 - Apr-5	Jul-2	8	Jun-28	8
	14	Apr-5 - Apr-12	Jul-9		Jul-5	
	15	Apr-12 - Apr-19	Jul-16		Jul-12	
	16	Apr-19 - Apr-26	Jul-23		Jul-19	
	17	Apr-26 - May-3	Jul-30		Jul-26	
	18	May-3 - May-10	Aug-6		Aug-2	
	19	May-10 - May-17	Aug-13		Aug-9	
	20	May-17 - May-24	Aug-20		Aug-16	
F I X E D T I M E	21	May-24 - May-31	N/A		N/A	
	22	May-31 - Jun-7	N/A		N/A	
	23	Jun-7 - Jun-14	N/A		N/A	
	24	Jun-14 - Jun-21	N/A		N/A	
	25	Jun-21 - Jun-28	N/A		N/A	
	26	Jun-28 - Jul-5	N/A		N/A	
	27	Jul-5 - Jul-12	N/A		N/A	
	28	Jul-12 - Jul-19	N/A		N/A	
	29	Jul-19 - Jul-26	N/A		N/A	
	30	Jul-26 - Aug-2	N/A		N/A	
	31	Aug-2 - Aug-9	N/A		N/A	
	32	Aug-9 - Aug-16	N/A		N/A	
	33	Aug-16 - Aug-23	N/A		N/A	
F L O A T T I M E	34	Aug-23 - Aug-30	Nov-26		Nov-22	
	35	Aug-30 - Sep-6	Dec-3		Nov-29	
	36	Sep-6 - Sep-13	Dec-10		Dec-6	
	37	Sep-13 - Sep-20	Dec-17		Dec-13	
	38	Sep-20 - Sep-27	Dec-24		Dec-20	
	39	Sep-27 - Oct-4	Dec-31		Dec-27	
	40	Oct-4 - Oct-11	Jan-7	2	Jan-3	2
	41	Oct-11 - Oct-18	Jan-14	0	Jan-10	0
	42	Oct-18 - Oct-25	Jan-21		Jan-17	
	43	Oct-25 - Nov-1	Jan-28	1	Jan-24	1
	44	Nov-1 - Nov-8	Feb-4		Jan-31	
	45	Nov-8 - Nov-15	Feb-11	9	Feb-7	9
	46	Nov-15 - Nov-22	Feb-18		Feb-14	
	47	Nov-22 - Nov-29	Feb-25		Feb-21	
	48	Nov-29 - Dec-6	Mar-4		Feb-28	
	49	Dec-6 - Dec-13	Mar-11		Mar-7	
	50	Dec-13 - Dec-20	Mar-18		Mar-14	
	51	Dec-20 - Dec-27	Mar-25		Mar-21	
	52	Dec-27 - Jan-3	Apr-1		Mar-28	
	53	Jan-3 - Jan-10	Booked by Resort		Booked by Resort	