

GEM ESTATES RESERVATION FORM

Complete and return to office.

Please Print

Date of Event _____ (2 week notice is preferred, check calendar for availability)

Name _____

Address _____

Phone # _____ Alternate # _____

Email _____

Purpose of Function _____

Number of persons attending _____ (Maximum capacity 200)

Time of Event Begin _____ End _____ (no later than 11pm)

A deposit of \$30. will be collected at time of reservation. This will be returned following the event if checklist is completed satisfactorily. Evidence of smoking or unsatisfactory condition of clubhouse will be cause for deposit not being returned.

Rules of Use of Clubhouse

Reservation must be made by resident of GEM Estates .

No smoking in or around clubhouse.

No use of stove or oven. Crock pots may be brought in and roasters available if requested.

All food scraps must be scraped into garbage. NO FOOD IN SINKS.

Provide own tableware and paper products.

Gem Estates does not condone or approve of the consumption of alcohol in the clubhouse.

Pets are not permitted in clubhouse.

Checklist following Event

Clean tables and all kitchen surfaces.

Return tables and chairs to original location and positions.

Sweep all floors.

Clean bathroom sink and toilet.

Bag and remove all trash from facility, including bathroom trash.

If using A/C or heat, return to original setting.

Turn off all interior lights. If leaving after 6pm, close and lock all doors.

Report any damage immediately.

Signature _____