



### CLUBHOUSE RESERVATION REQUEST

Member Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell/Office: \_\_\_\_\_

I request the use of the TOCC Clubhouse for a private function to be held on the following:

Days/Dates \_\_\_\_\_ Time Beginning and Ending \_\_\_\_\_

Approximate number of guests attending \_\_\_\_\_ Will alcohol be present? (Check one) Yes \_\_\_\_\_ No \_\_\_\_\_

**\*\* If YES, Security must be arranged prior to the date of the event \*\***

\*\* TOCC policy requires that you arrange for adequate security for your function. Multiple security officers will be required for larger functions. Cost for security is as follows: 1-24 guests – \$20 per hour for 1 guard; 25-75 guests – \$40 per hour includes 2 guards; 76 -119 guests - \$60 per hour includes 3 guards. There is a 4-hour minimum booking for the security officers

Security for club functions is provided by Billy Baugh. Billy can be reached at 228-219-4577 or BillyBaugh4@gmail.com. **Security must be arranged at least 3 weeks in advance.** \_\_\_\_\_ (Initial Here). **Security reservations made less than 3 weeks in advance may be subject to higher rates.**

**Please remember that the TOCC Clubhouse is a smoke-free facility.** Smoking is allowed outside of the clubhouse.

Purpose of Function:

\_\_\_\_\_

Check One:

\_\_\_\_\_ **Member Functions** are events in which the member is the primary host of the event and is personally responsible for all fees. Member Function courtesy rates are extended to club members, whether the event is personal or professional, if the member is the person hosting and paying for it.

\_\_\_\_\_ **Member Sponsored Functions** are events in which the member sponsors the primary host of the event and the non-member is responsible for all fees. In addition, by agreeing to sponsor the event, the member takes on responsibility as a “co-signer” to ensure all policies and procedures are followed.

\*\* All fees for Member-Sponsored Functions must be paid 7 days in advance of the event. Non-payment will result in cancellation of the scheduled event.

I acknowledge that I will be solely and personally responsible for all costs associated with this function, including costs for any damages that may occur during my use of the facility. I further acknowledge that I have read and will comply with the clubhouse reservation agreement. The clubhouse reservation is not being made for a fund-raising activity, money-making venture or political purpose.

**Member Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Received By: \_\_\_\_\_ Date: \_\_\_\_\_

Presented to Board for Approval on: \_\_\_\_\_ Status: \_\_\_\_\_



## CLUBHOUSE RESERVATION REQUEST

### **Member / Sponsored Host Responsibilities:**

To prevent additional charges, please comply with the following:

1. No nails, screws, tack or tape will be used to adhere any items to the ceiling, wall or trim.
2. Clean up all spills.
3. If glitter or confetti is used, please vacuum after the function.
4. Wipe and dry bar to prevent water stains.
5. Put away extra tables and chairs that were not used for your function
6. Check outside areas for trash that your guests may have left and place it in the dumpster.
7. Take out all trash from the building and place it in the outside dumpster.

### **TOCC Cleaning Staff Responsibilities:**

After your function, TOCC Staff will perform the following:

1. Clean and sanitize bathrooms
2. Clean and sanitize kitchen and appliances, as needed
3. Wipe down tables and chairs
4. Put chairs and tables away
5. Sweep and mop floors
6. Vacuum carpet
7. Clean windows and window sills

There are (8) 60" round tables, (9) 6' rectangular tables, and approximately 70 plastic folding chairs available for your use. These are included in the price of the rental.

**Deposit:** A \$100 deposit must be submitted with this completed form, and the reservation must be approved by the Board to reserve your requested rental date. The deposit will be applied to your final rental bill. You will receive your final bill after the clubhouse has been inspected.

**Cleaning Fee:** A minimum \$50 to be paid directly to the club. Please contact the office for more information.

### **Rental Fees:**

**Member Events:** Under 25 attendees - \$50; 25-50 attendees \$100; 51-75 attendees - \$150; >75 - \$200

**Member Sponsored Events:** Under 50 attendees - \$250; 50-75 attendees - \$350; >75 - \$450

We hope that you enjoy your event. For assistance or questions, contact Steve or Paulette at 228-875-0086 or 228-217-1965 or email [TOCCOffice@gmail.com](mailto:TOCCOffice@gmail.com)