



# COURTSIDE CLUBHOUSE RESERVATION REQUEST

The Courtside Clubhouse reservation is to be used for smaller functions which will not exceed 40 people.

Member Name: \_\_\_\_\_ Cell/Home Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Date Requested: \_\_\_\_\_ Start Time – End Time: \_\_\_\_\_

Number of Guests Attending: \_\_\_\_\_ Will Alcohol be served?  Yes  No

If YES, Security must be arranged at least 3 weeks in advance. Security reservations made less than 3 weeks in advance may be subject to higher rates.

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: 1-25 guests – \$20 per hour for 1 guard; 26-40 guests – \$40 per hour includes 2 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 by email at BillyBaugh4@gmail.com.

\_\_\_\_\_ Initial to Confirm Security Policy

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

Purpose of Function: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please read the following and acknowledge your acceptance and understanding of these terms:**

- Members are renting a portion of the Courthouse for a Member function only. Member functions are held specifically in honor of a club member or his/her spouse, child or parent (e.g., birthday, wedding anniversary, reception for immediate family member)
- Members are renting a portion of the Courtside Clubhouse which consists of the dining and kitchen areas. This agreement is strictly limited to the use of the Clubhouse and DOES NOT include use of the Tennis Courts, Pool, Pier, or any additional club facilities.
- Members who rent the Courtside Clubhouse acknowledge that non-invited members may enter the rented area to access the pro shop, office, and /or bathrooms.



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- Members may rent the Clubhouse on either Friday or Saturday during the day or evening, or
- Sunday evening. The maximum time for the rental is 3 hours.  
Renter will be responsible for cleaning post-rental to include but not limited to wiping down
  - tables, counters and all other surfaces, taking trash to the dumpster.
  - TOCC kitchen supplies are not included in the rental.  
DO NOT affix anything to the walls. This includes nails, tacks, push-pins, tape, glue, foam tape
  - or other material that would alter the Courtside Clubhouse walls.
  - If tables and chairs are moved, they must be put back in their original place before departure.  
I acknowledge that I will be solely and personally responsible for all costs for this reservat 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 Courthouse reservation agreemen
  - Courthouse reservation is not being made for a fund-raising activity, money-making vent political purpose.

**Rental Fees:**

<b>Member Events</b>	
<i>Under 25 Attendees</i>	<i>26 – 40 Attendees</i>
<b>\$75</b>	<b>\$100</b>
<b>Additional Fees with Courtside Clubhouse Rental</b>	
<b>Deposit: \$100</b>	<b>Cleaning Fee Minimum: \$75</b>

*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*

Member  
Signature:

Date:

Board Approval:

Date: