



TOCC Pool Clubhouse Reservation Request

Please complete this form when submitting a request to use the pool clubhouse facility at the club for a party or event. Once the form has been submitted. It will be reviewed and approved by the TOCC Board of Directors and confirmed via email.

This Reservation is strictly for the pool clubhouse and does not include other indoor facilities, pool, courts, and/or pier. If you'd like to reserve additional facilities for your event, please contact the Office. A pool reservation request can be made by using the pool reservation form.

1: Member Name _____ **2: Today's Date** ____/____/____

3: Date Requested ____/____/____ **4: Start Time - End Time** _____

5: Email _____

6: Home Phone Number _____ **7: Cell Phone Number** _____

8: Approximate Number of Guests _____ **9: Will Alcohol be served?**

☐ Yes

☐ No

10: If alcohol is present during, TOCC will require security for your function. Security is \$20 per hour, per officer. There is four hours minimum for the security guard and security must be arranged 3 weeks in advance. Security for club functions is provided by Billy Baugh, who can be reached at 228-217-4577 or by email at billybaugh4@gmail.com.

☐ Yes, I agree.

☐ No, I do not agree.

11: Describe the Event/Function:

12: Please indicate the type of event:

☐ Member Function: Events in which the member is the primary host of the event and is personally responsible for the event and is personally responsible for the fees. The Member Function courtesy rates are extended to a



TOCC Pool Clubhouse Reservation Request

member, whether the event is personal or professional, as long as the member is the person putting on the event and paying for it.

☐ Member Sponsored Function: Events in which the member vouches for the primary host of the event and the non-member is responsible for the fees. In addition, by agreeing to sponsor the non-member host, the member takes responsibility as a 'co-signer' to ensure all policies and procedures are followed. All fees for Member-Sponsored Functions must be paid seven (7) days in advance of the event. Non-payment will result in a cancellation of the scheduled event.

13: Read and acknowledge the Member/Host Sponsored Responsibilities



Member/Host Sponsored Responsibilities:

To prevent additional charges, please comply with the following:

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

☐ Yes, I agree.

☐ No, I do not agree.



TOCC Pool Clubhouse Reservation Request

14: Read and acknowledge the Fees associated with the TOCC Clubhouse Rental



Pool Clubhouse Rental Fees

- **Deposit:** A \$100 deposit must be submitted within 24-48 hours after submitting the online form. The deposit will be applied to your final rental bill. You will receive a final bill after the clubhouse has been inspected.
- **Cleaning Fee:** Cleaning Fee: A minimum \$75 to be paid directly to the club. Please contact the office for more information.
- **Rental Fees:**
 - **Member Events:**
 - Under 25 Attendees - \$50
 - 26-50 Attendees - \$100
 - 51-75 Attendees - \$150
 - >75 Attendees - \$200
 - **Member Sponsored Events:**
 - Under 50 Attendees - \$250
 - 50-75 Attendees - \$350
 - >75 Attendees - \$450

ALL reservations must be approved by the TOCC Board prior to your requested date.

- ☐ Yes, I agree.
- ☐ No, I do not agree.

15: General Information, check to acknowledge.

- ☐ TOCC Facilities are SMOKE FREE. Smoking is allowed outside of the clubhouses. Smoking is allowed 20 feet outside of the fence area near the pool.
- ☐ Included in the Clubhouse Rental: 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 and are located in the Pool Clubhouse.
- ☐ Questions or Assistance Needed? Contact Steve or Paulette at 228-875-0086 or email TOCCOffice@gmail.com. You may also contact April, Rental Chair at 228-424-1580.



TOCC Pool Clubhouse Reservation Request

16: By checking this box and signing below, I am acknowledging that I am solely and personally responsible for all costs associated with this function, including costs for any damage 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 fundraising activity, money-making venture or political purpose.

☐ I agree with the terms of the TOCC Clubhouse Reservation Request and TOCC Policies.

Member
Signature:

Date:

Board Approval:

Date: