

Woodlake Village Clubhouse Reservation Request Contract for Private Use

NO SMOKING FACILITY*NO PETS ALLOWED***NO VEHICLES ALLOWED IN GRASSY AREAS**

Resident requesting: _____

Address: _____ Phone: _____

Date of EVENT: ____ / ____ / ____ Hours: From: _____ To: _____

Type of EVENT: _____

No. of people expected: _____

Please allow enough time for set-up & clean-up

Upon exiting the building after the EVENT:

1. Carpet vacuumed & spot cleaned of any spills
2. Floors & Dance floor swept & clean of any spills
3. Tables arranged as originally found & wiped clean (Floor plan on board in kitchen.)
4. Kitchen cleaned & left in original condition
5. Garbage is bagged & removed from kitchen & placed outside in containers
6. All lights & fans turned off
7. All outside doors checked & locked
8. A copy of this checklist is also posted in the clubhouse hall & Kitchen. Please double check it before leaving. Vacuum & brooms are located in the main utility closet in hall across from ballroom.

A reservation deposit fee of **\$100.00** is required with this form. Your check will be returned at the end of your function if all requirements are met.

Please make checks payable to **Woodlake Social Committee**

Return the signed form to

White Social Committee Mail Box located in the lobby of the clubhouse

**Signed by Resident requesting reservation

** _____ Date: _____

Please contact Gleora Jones 843-651-7273 with any questions or concerns.

Thank you