



Anatolia Reservation Form

Event Date: _____

Today's Date: _____

Member Information

Name: _____

Member #: _____

Address: _____

Phone #: _____

Party Information

Cabana #1

Cabana #2

Salon w/ Patio

Drawing Room

Hours of Party: _____

Expected Number of Guests: _____

Arrival Time of Guests: _____

Type of Party: _____

Wristband Color: _____

Party Clipboard Message _____

Please Check if the Party Will Be Having the Following:

Alcohol

Entertainment

Catering

BBQ Grill

Please Initial:

____ No Glass ____ No Glitter ____ Alcohol Policy ____ No Decorative Candles

____ Tables Two 6 foot with Salon & Patio

____ Tables One 5 foot with each cabana

Payment Information

RESERVATION DEPOSITS (This Non Refundable Deposit Counts Toward the License Fee)

\$25 Reservation Deposit Paid

Date Received: _____

Payment Info: Cash

Credit Card

Check #: _____

LICENSE FEES

Payment Info: Cash

Credit Card

Check #: _____

Total License Fee: _____ - Reservation Deposit of **\$25** = Remainder of: _____

Date Due By: _____

CLEANING AND DAMAGE DEPOSITS

Cleaning and Damage Deposit: _____

Date Received: _____

Only a check is accepted for Cleaning and Damage Deposit: Check #: _____

Please Initial:

____ You Are Responsible For Cleaning Your Reserved Space

Alcohol Policy and Procedure for Anatolia Clubhouse

Members are allowed to bring in their own alcohol for events with a ****two weeks' notice**

Please Initial:

Check alcohol in to Café area _____

Alcohol arrangements for events must be set up and paid for two weeks prior to event _____

Our staff will open and dispense the alcohol to guest and/or members _____

Members are responsible to provide cups for alcohol to be poured into _____

Members will be charged \$20 per hour that alcohol is served _____

Alcohol service must end one hour prior to event end time _____

All alcohol checked into the Café cannot be taken out once checked in, opened or not _____

(Suggestion check in alcohol thru out the event rather than all at once)

Members or Guests may purchase alcohol directly from Café when Clubhouse Café is open for regular hours (Memorial Day to Labor Day (Thurs-Sun) hours subject to change without notice) _____

No Hard Alcohol is allowed _____

No kegs are allowed _____

Beer, Wine, Champagne and Malt Beverages only _____

Alcohol Service

Start Time _____ Finish Time _____

Payment Owed _____ Date Owed By _____

Payment Received Date (2 weeks prior) _____

Cash

Check

Credit

X

Members Signature

Anatolia Clubhouse Rental Policies and Procedures

Types of use:

The Clubhouse may be used for many different events including, but not limited to parties, wedding and meetings. The Club may not be used for organizational fundraisers, politically affiliated group meetings or religious practices unless approved by the Board of Directors.

Available for use:

Salon Room – Capacity is 57 with 9 tables and 36 chairs. Patio has 9 tables and 36 chairs also. Fireplace is included. Drawing Room – Capacity is 71. (To rent this room you must rent the Salon/Patio too. The Capacity would then be 128.

If the capacity of an area is exceeded, fees will apply and a possible loss of deposit may be a result.

You must stay in your designated area. Access to the restrooms in the lobby area is also shared with the members. No other rooms are available for use in conjunction with Salon Room or Cabana rental. No rental of Salon and/or Drawing room can be leased with any other area such as the Cabana.

Hours of Operation:

The Clubhouse will be available for use Tuesday- Sunday, 9am-9pm. Events will occur within these hours only. Set up may not begin before the start time of the License Agreement, (unless there is prior approval from Management. Clean up must be completed by the end time of License Agreement.

Resident access:

The unrented portions of The Clubhouse are open to resident use during the event, including full access to the pool deck and restrooms.

Decorations:

1. The use of nails, tacks, regular masking tape, duct tape, scotch tape, staples, pins, etc. is **NOT PERMITTED** on walls, doors or tables. Items may be taped to window. Masking tape or painters tape are the only two types allowed. _____
2. Decorations or any type of wire or cord MAY NOT be hung, tied or draped on any light fixture inside or outside of facility. _____
3. **No candles** or open flames with the exception of chafing dishes. _____
4. All decorations must be taken down and removed from the facility at the end of the rented time. _____
5. **No Glitter** is allowed to be used for decorations _____

Clean Up: (The Clubhouse has cleaning supplies for use, just ask the staff member)

The rented party (member) is responsible for the following.

1. Participation in pre/post event inspection with a member of The Club Staff. _____
2. All tables, counters, and furniture must be cleared of all items and wiped down. _____
3. All tables, counters, and chairs must be clear of any food residue. _____
4. All trash must be placed in receptacles provided. _____
5. All decorations (including tape, wire, and ribbon) must be removed at the end of the event. _____
6. Floor, windows, wall and ceiling surfaces must be clean of debris _____

IF CLEAN UP IS NOT COMPLETED SATISFACTORILY, THE DEPOSIT WILL BE RETAINED.

Alcohol Policy:

Members making a reservation are allowed to bring in their own alcohol. When doing so, they must bring it to the Café. Our staff will open and dispense the alcohol and the member will be charge \$20.00 PER HOUR (please see Alcohol Policy and Guidelines).

ALL ALCOHOL BROUGHT INTO THE CLUBHOUSE CAN NOT BE TAKEN OUT. UNLESS PURCHASED THROUGH THE CLUBHOUSE. (Required by law, as per our liquor license)

Members may also choose to purchase any alcohol directly through the Club at the current Café prices when the Clubhouse Café is open for regular business. _____

Hired Caterers or Entertainment:

Any outside Caterers or entertainment for hire must provide the Clubhouse with a Certificate of Insurance, showing at least a one million dollar policy coverage naming Anatolia Master Association as an Additional Insured.

Parking:

Members and guests must park in identified parking areas. No parking on the grassed areas. "No Parking" signs must be observed. Overnight parking is not permitted without the permission of the Operator. Violators of the parking restrictions may have their vehicles towed at their expense.

Other Policies and Conditions:

1. The Board and/or Management reserve the right to refuse any use of its facility.
2. The Board and/or Management reserve the right schedule additional events before and after the confirmed rental time.
3. For unavoidable emergencies, it may be necessary to reschedule or deny a previously approved request.
4. Members and guest must leave the Clubhouse by 9pm.

5. It is the responsibility of the Member to adhere to occupancy regulations. The Fire Department and/or management have the absolute right to terminate an activity if a group exceeds the maximum occupancy limit. (Members/guests are not to block doors, exits, gates, roads or driveways.
6. The member must assume responsibility of the conduct of their guest, including guest under the age of 21.
7. Damage to the facility is the responsibility of the Member. If damages exceed the deposit amount, the member will be billed for all costs of repair, both actual and incidental.
8. Other area of The Clubhouse MAY NOT be used before, during, or after the event. These areas include but are not limited to: pool and spas (for Salon and Drawing room parties), Study, Lounge, Gym and Aerobics room.
9. The member is responsible for damage or theft of any item of the guest of the event.

Reservations Application and Payments:

To make a reservation:

1. The applicate must complete a License Agreement form.
2. Pay a \$25.00 Non-refundable Reservation Deposit.
3. Any remaining Fees and Deposits are due 2 weeks prior to the event. Failure to do may result in the forfeit of deposits and reservations.
4. Fees are according to the area rented, and the current rate schedule.

Cancellation:

Two weeks' notice of cancellations must be given for a refund of the license fee less the non-refundable reservation deposit.

Deposit Refunds:

Member will be notified about their Cleaning and Damage Deposit within 2 weeks after inspection of the reserved area. Members will be given the option to pick up check, or have it shredded, (please inform staff). If the reservation was cancelled 2 weeks prior to the event an a refund of the fees less then non-refundable reservation deposit is necessary, it may take up to 1 month to receive the refund.

The Undersigned has read, understands and agrees to all terms and conditions of this agreement.

(Member Name Printed)

(Member Signature)

(Date)