



25 PEOPLE MAXIMUM

NAME: _____

ADDRESS: _____

TELEPHONE: (HOME) _____ (CELL) _____

DATE REQUESTED: ____/____/____ TIME: _____

DESCRIPTION OF EVENT: _____

I understand that with this reservation I assume full responsibility of restoring the facilities to their original condition, following the requirements on the back of this form, and adhering to the pool rules. I further understand that should the Community Club incur any additional expenses for damages in excess of the deposit amount, I will be responsible for paying the additional amount billed to me. I understand that **alcoholic drinks and smoking is prohibited in recreational areas.**

I am an owner and hold title to property within West Meadows, and state that I am over eighteen years of age. I will be in attendance at the Community Club at all times during the function I have reserved the facility.

I understand that a **NON-REFUNDABLE FEE OF \$75** is required to use the party room and pool area (not including the gyms). **Rescheduling Reservations** – should you need to reschedule your event, you have up to 1 year from the original reservation date, otherwise you forfeit your reservation fee of \$75. The required damage deposit is **\$750**, which is refundable if the facility is left clean, there are no damages, and the 25-maximum guest limit is not exceeded. Check should be made payable to T.P.O.S.T.

BY SIGNING BELOW, YOU CERTIFY THAT YOU HAVE READ THIS AGREEMENT, THAT YOU KNOW AND UNDERSTAND THE MEANING AND INTENT OF THIS AGREEMENT, AND THAT YOU ARE ENTERING THIS AGREEMENT KNOWINGLY AND VOLUNTARILY.

SIGNED: (OWNER) _____ DATE: ____/____/____

FEE & DEPOSIT RECEIVED BY _____ DATE ____/____/____

West Meadows Community Club

Party Room Clean Up Requirements

Failure to follow these rules will result in forfeit of you deposit

- All trash must be bagged and put outside the party room by the end of the reservation time. **DO NOT LEAVE TRASH OR GARBAGE ANYWHERE ELSE INSIDE THE ROOM.**
- Clean the kitchen countertops and all floors, including bathroom.
- Clean out refrigerator, freezer, sink, cabinets and drawers.
- Remove all helium balloons especially from ceiling and any other decorations. **DO NOT ALLOW BALLOONS TO BECOME ENTANGLED IN THE CEILING FANS.**
- Neatly return all chairs and tables to the closet so that the doors shut completely.
- Vacuum the floors
- **IF ANY TAPE IS PUT ON THE WALLS DURING YOUR FUNCTION, YOU WILL LOSE YOUR DEPOSIT.**

I, _____ agree to the above requirements.

SIGN: _____ DATE: ____/____/____