

Verde Santa Fe Clubhouse

Phone # (928) 649-2371 Fax # (928) 649-9443

(Non-Smoking Premises)

Reservation Request Form

STAFF NAME: _____

DATE: _____

TIME: _____

AMT. QUOTED: _____

(Person requesting reservation must be Clubhouse Member and for the sole use of the Clubhouse member and hosted by the member) Rental includes Great Room, Kitchen (including the BBQ Grill), and Card Room and Patio only.

<> Name of event or occasion _____

<> Month of reservation _____

<> Date & time of requested reservation _____

<> Length of time for reservation _____

<> Estimated number of persons for occasion _____

	Yes	No
<> Will other clubhouse members be in attendance? If so how many? _____	_____	_____
<> Will Alcoholic beverages be served if approved?	_____	_____
<> Will Children be attending?	_____	_____
<> Will you be using the kitchen?	_____	_____
<> Will you be using the BBQ Grill?	_____	_____
<> Will you using the card room?	_____	_____
<> Will you be moving card room tables?	_____	_____

<> Name and Address of Clubhouse Member responsible for the event.

<> Telephone number of Clubhouse Member responsible for the reservation

During a reservation event, other members and their authorized guests will have full access and use of the Billiard and Exercise Rooms, Patio, as well as, the Pool and Spa, they will not be able to use the space rented. *

With your reservation request, a Fee (nonrefundable) will be established based on the VSF Clubhouse Reservation Pricing Guidelines effective August 15, 2012 and a \$ 75 deposit for Clean Up Fee (Refundable if facilities are left as found). These two checks must be received upon approval of application.

Clubhouse Member Signature

Date

FOR COMMITTEE USE

APPROVAL

RENTAL AMOUNT

DENIAL

* THOSE MEMBERS AND THEIR GUESTS WHO SPONSOR AN EVENT ARE NOT PERMITTED TO USE BILLIARD OR EXERCISE ROOM OR POOL AND SPA.

After Rental Checklist:

There is a \$75.00 cleaning deposit required for the party room. A staff member must check and sign off on this list for the \$75.00 cleaning deposit to be returned to the person responsible for renting this facility.

If any club items are broken, stained (i.e.: wine spilled on carpet, on furniture), ripped or torn, it will be the responsibility of the Clubhouse Member(s) renting the facility to pay to have the item (s) fixed, repaired or replaced in addition to the \$75.00 cleaning deposit.

*Reminder: This is a designated SMOKE FREE facility. Smoking is only permitted outside the main entrance. NO smoking is allowed within the fenced areas of the club house/patio/pool.

Items listed below must be checked off by a staff member

- _____ All tabletops cleaned off.
- _____ Chairs at tables cleaned, crumbs etc. brushed off.
- _____ Floor in party room swept, any spills must be wet mopped.
- _____ Kitchen counter tops wiped clean
- _____ Kitchen floor swept, any spills must be wet mopped
- _____ Refrigerator cleaned out.
- _____ If the oven or microwave is used, they need to be cleaned out.
- _____ All trash taken out to the dumpster and new trash bags replaced in trash containers.
- _____ Kitchen items belonging to the clubhouse must be put away.
- _____ Clubhouse coffee pot cleaned out.
- _____ Patio area must be cleaned up.
- _____ If any furniture/plants, etc. are rearranged for the party, they must be returned to their original position.
- _____ All decorations must be removed.

Staff Member Signature

Club Member Signature