

Villas at Cattail Creek Community Center Private Function Reservation Application

To ensure CC availability, it is recommended that a resident's private function and a resident sponsored third party private function be scheduled up to ninety (90) days in advance. PM must receive a completed Private Function Reservation Application at least two weeks prior to the function; application can be mailed or hand delivered. A check made payable to the "Villas at Cattail Creek" for the rental fee and security deposit must accompany the application. A reservation cancellation made less than three business days prior to the function may result in a \$100 cancellation fee.

Preferred Function Date: _____ Alternate Date: _____
Time Requested: From: _____ To: _____
Type of Function: _____
___ Resident's Private Function OR ___ Resident Sponsored Third Party Private Function
Group Size: # Adults: _____ # Children: _____
Serving Food ___ Yes ___ No; Selling Food ___ Yes ___ No; Aware of Policies ___ Yes ___ No
Serving Alcoholic Beverages ___ Yes ___ No; Selling Alcoholic Beverages ___ Yes ___ No;
Aware of Policies ___ Yes ___ No

Resident's Name: _____
Address: _____
Phone: (H) _____ (W) _____ E-mail: _____

I have read and understand the Villas at Cattail Creek Community Center Policies, Rental Fees and Security Deposit, and Clean-up Checklist requirements. My signature on this application indicates that I will comply with all policies and requirements.

Resident's Signature: _____ Date: _____

----- Below to be completed by PM -----

___ Approved; Date Confirmation Sent: _____
Rental Fee: \$ _____ Security Deposit: \$ _____
Sent CC Guidelines if "Not Aware of Policies" Is Indicated Above ___ Yes ___ No ___
Pre-Inspection Date: _____ Post Date: _____
Cleaning Service Date: _____ Cleaning Fee (included in Rental Fee): \$ _____
___ Denied; Date Denial Sent: _____ Reason: _____
___ Cancelled; Date _____ By: _____
Date Cancellation Confirmation Sent: _____
Disposition of Fees and Security Deposit: _____

Comments: _____

**Villas at Cattail Creek Community Center
Private Function Clean-up Checklist**

Compliance	Items	Non-Compliance Charge
NO / YES	Doors and windows closed and locked	\$20.00
NO / YES	All tile floors free of any foreign debris	\$15.00
NO / YES	Carpets free from any foreign debris and stains	\$20.00
NO / YES	Walls, windows and sills, and pictures free of any tape and other foreign debris	\$10.00
NO / YES	Furnishings free of stains and/or damage	Repair/Replacement Cost
NO / YES	Kitchen free of all foreign debris	\$15.00
NO / YES	Permanent CA provided kitchen equipment and supplies in tact and returned to set location; any paper goods and consumables utilized by residents must be replaced in a timely manner	\$15.00
NO / YES	All toilets flushed and bathroom floors free of debris	\$15.00
NO / YES	Lights in all rooms and bathrooms turned off	\$20.00
NO / YES	All folding tables and chairs must be cleaned, folded and stacked in small/front room; if furniture in large room is rearranged, it must be returned to its set location (see floor plan displayed in the CC)	\$20.00
NO / YES	No smoking in building	\$100.00
NO / YES	Thermostat set back to non-use temperature	\$20.00
NO / YES	All trash collected and removed from CC; resident is responsible for trash disposal	\$20.00
NO / YES	Damage to surrounding grounds	Repair Cost

Any resident not complying with the Villas at Cattail Creek Community Center Policies and the Private Function Clean-up Checklist items will have the non-compliance charges shown above deducted from the security deposit.

Comments: _____

Resident's Signature: _____ Date: _____

M&IC Rep's Signature: _____ Date: _____

Date Checklist Sent to PM: _____