

**RESERVATION AGREEMENT FOR LOCKWOOD FOLLY POA
AND LOCKWOOD FOLLY COUNTRY CLUB EVENTS**

Members of the Lockwood Folly POA have the privilege of using the Clubhouse for events without charge if the events are open to the entire POA membership. LFCCI organizations may also use the Clubhouse for events. In both cases an event organizer must make a reservation by following the link on the POA website calendar page, then completing this reservation form, also found on the website. One of the event organizers must also sign this reservation agreement and return it the POA Board Director responsible for Clubhouse operations.

REQUIRED INFORMATION

1. Type of event _____
2. Date and time required for event including set-up and clean-up _____
3. Names of event organizers _____

4. Any special arrangements that may be required or other information that the Clubhouse Operations Director should be aware of _____

CONDITIONS:

- 1. Maximum capacity for a Clubhouse event is 108 persons -- 100 guests (only 88 if the wooden floor is to be used for dancing) and up to 10 caterers or other service personnel.**
- 2. Guests attending the event have use of the entry area, the upstairs function rooms, and the porch -- THE FITNESS CENTER, SWIMMING POOL, SPA, POOL DECK , AND AREA UNDER THE PERGOLA CAN NOT BE USED FOR CLUBHOUSE EVENTS.**
3. Event organizers agree to comply with all Lockwood Folly POA, county, state, and federal regulations and laws.
4. The POA is not responsible for any personal injury or loss due to theft or damage during use of the Clubhouse.
- 5. The handicapped lift/elevator is for handicapped use only --it is not to be used as a freight elevator by caterers, equipment suppliers, DJ's, or event organizers.**
6. Decorations are allowed, but decorations must not be put up with nails, staples, or permanent adhesives (use removable tape, thumb tacks, Blu Tack, etc.). All decorations and hanging materials must be removed completely during clean-up. The use of equipment or catering vessels that allow the contents to splash and/or drip from the vessels during use is prohibited. If you have any questions, please contact the Clubhouse Director.

7. If the event organizers want any Clubhouse artwork taken down, they should contact Jan Kelley (842-1978), or Michele Verhoosky (846-3535).

8. Tables, chairs, and table coverings must be returned to original positions and must not be placed outside.

9. Clean-up procedures are posted in the Clubhouse kitchen. If the event organizers want professional cleaning services, they should contact Paul Boileau (842-1519) to make arrangements. If the cleaning service is hired, event organizers must still scrape and rinse dishes, glasses, silverware, and utensils and place them on the kitchen counters. **If used, the BBQ grills and lower deck area must also be cleaned by the event organizers.** Service will complete the cleaning process.

Signature of event organizer _____

Signature of Clubhouse Director _____

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