

HOLLEY BY THE SEA SCREEN ROOM

Small Group Party Reservation Form

Date _____

Date Screen Room will be used: _____

Time of Usage: _____ Number of Guests: _____

Type of Event: _____

Member's Name: _____ Account #: _____

Address: _____

Phone: _____

Usage Fee-\$25. Deposit-\$20.= \$45. Cash / Ck _____ Employee _____

Screen Room Usage Rules:

1. HBTS members over 21 years of age must make the reservation and possess a valid HBTS ID card and present it at the time of reservation.
2. Members must be present the entire time of the event. **Parental supervision is required to be in the screen room for parties with any guests under 18.**
3. A maximum of 25 people will be allowed. Please provide the front desk with a list of everyone attending no later than the day of the event. Guests will not be admitted unless their name is on the list. Guests will not count against your guest card.
4. Parties are limited to 2 hours and there is an hour break between parties to allow members to clean up the Screen Room.
5. The Screen Room must be left clean before leaving. Tables, chairs and floor must be cleaned. All garbage must be put into the trash containers. If tables and chairs are moved, they must be put back to original position. No confetti is allowed in the screen room.
6. There will be **no one allowed in the kitchen area behind the counter.**
7. Alcoholic beverages **ARE NOT** allowed in the screen room.
8. The back half of the screen room will be reserved for your party. The front half & vending machine area will be open for general use.
9. There is a **\$25 Screen Room Usage Fee & \$20 Deposit Fee.** Fee is paid by **member** only at time of reservation. (Refundable if cancellation is made 5 days prior to reservation.)
10. Deposit is refunded when an HBTS employee has checked the screen room for proper clean up and re-set. If this is not done, deposit will be kept. Please allow 2 weeks for refund if paid by cash or check. Deposit made with a credit card will have a refund immediately.

I have read and understand the above rules and cleaning procedures for usage of the Screen Room.

Property Owner's Signature

Date

Employee Signature

RULES FOR SCREEN ROOM RESERVATIONS

Revised 1/2008

PARTY TIMES

***9:30 – 11:30 am *12:30 – 2:30 pm *3:30 – 5:30 pm *6:30 – 8:30 pm**

1. Reservations must be made by a Holley by the Sea member possessing a valid ID card.
2. Member making the reservation must be present for the duration of the event. Parental supervision is required to be in the screen room for parties with any guests under 18.
3. There is a **\$25. usage fee AND a \$20. deposit** to be paid by the member at reservation time. Fees are refundable if cancellation is made 5 days prior to the reservation date. Please allow up to 2 weeks for refund check.
4. Deposit is refunded after your party when an HBTS employee has checked the screen room for proper clean up. Any tables, chairs or other objects moved must be returned to original place. Decorations or any rental items must be cleared of the screen room after party time. If any of the above is not done, deposit will be kept. Please allow 2 weeks for refund if paid by cash or check. Deposit made with a credit card will have a refund immediately.
5. Parties will be strictly limited to no more than **25 guests**, including children.
6. Members must provide the front desk personnel with a list of people who will be attending their event. Guests will not be permitted if their name is not on the list.
7. Parties are limited to 2 hours. There will be a 1-hour break between parties to allow for members to clean up the area.
8. The area must be properly cleaned. Tables, chairs and floors must be cleaned and all trash put into containers. You can get an additional garbage bag from the front desk if you need one.
9. When tables and chairs are moved, they must be returned to original place.
10. **No decorations will be hung from ceiling fans.** No confetti is allowed any where in the Recreation Center.
11. **NO ONE** is allowed behind the counter into the kitchen area.
12. **Only the back half of the screen room will be reserved for your party. The front half & vending machine area will be open for general usage.**

SCREEN ROOM DEPOSIT

A \$20. deposit is due at the time your reservation is made. A credit card deposit requires the following information:

Customer name

HBTS account #

Visa or Mastercard

Expiration date

Dollar Amount

Today's Date

\$20.

Credit card billing address #'s -----

Zip code ----- Phone # -----

The deposit fee will be charged to your credit card if clean up is not done after your reservation.

OR

If you would prefer to pay the deposit fee with cash or check, please allow 2-3 weeks for your refund check.

Cash/Ck ----- Check Request Date -----