

RESERVATION FORM (For Exclusive Use) – OAKS AT BUCKHEAD

POOL PAVILION, SUN TERRACE

Date of Function: _____ Day of Function: _____ Time: (From)_____ (To)_____ (Include time for set-up & cleanup)

Number of Guests: _____ (Fire Code restrictions are: Pool Pavilion – 75;
Sun Terrace - 50 per terrace)

CIRCLE AREA: POOL PAVILION SUN TERRACE

A \$500.00 Security Deposit is required for use of the Pool Pavilion & Sun Terraces (Deposit is fully refundable provided there are no damages and/or infractions of rules). No fees are required for use of the Pool Pavilion or Sun Terrace.

- Reservations are available Monday – Sunday from 8:00 AM – 10:00 PM
- Reservation is not complete or valid until Reservation Form along with guest list and Deposit are received by Management.
- Reservations must be made to Management 5 business days prior to the event
- A Guest List must be submitted to Management at the time a reservation is made. This list must include the first and last names of each guest. (Form at Front Desk).
- 25 or more guests require a security guard for every 25 guests in attendance. Notify Management 5 days prior to the event for approval of security (no exceptions).
- Visitor Parking at the Oaks is limited (visitor parking in garage & pool pavilion are on a first come, first serve basis). Additional parking is responsibility of resident & guests.
- The Oaks at Buckhead is a Smoke Free Facility.
- No Pets are allowed in the Common Areas.
- As a courtesy to other residents we ask that you reduce noise, as per city ordinance, at 10:00 PM.
- Use of alcoholic beverages must comply with City & County regulations.
- No Reservations may be made on Official Holidays.
 - Do not move furniture in reserved space. If additional tables, chairs, etc. are needed, Management should be informed, so staff may do the moving.
 - Residents must clean-up following the event. Remove all food & materials, bag and place trash down the trash chute and straighten the area used. Any furniture added to the room by Management will be removed by staff.
 - No decorations may be taped, stapled or nailed in walls, furniture, etc. No free standing candles permitted – only self-contained allowed (votive candles)
 - Specific rules may apply to areas such as: Sun Terrace: NO GLASS ALLOWED.
 - Check with Management for any further rules specific to the area reserved.

I, _____ owner of Unit # _____ (or)

I, _____tenant of Unit #_____ (with permission of above owner)

Fully understand that I must be in attendance at the above stated function. I also understand that I am totally responsible for the actions of any guests. I further agree to abide by all rules and regulations set forth by the Oaks Association.

Signature: _____ Contact #: _____

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Deposit: Check # _____ in amount of _____

Guest List: Yes _____ No _____ (Required with form)

Received by: _____ **Date:** _____

Approved by: _____ **Date:** _____

Revised March 2014