

## RESERVATION FORM (For Exclusive Use) – OAKS AT BUCKHEAD

### CLUB ROOM

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

Number of Guests: \_\_\_\_\_ (Fire Code restrictions are: Club Room - 49)

A **\$500.00 Security Deposit** is required for use of the: Club Room. (The deposit is fully refundable provided there are no damages and/or infractions of rules).

Each homeowner (defined as the owner or owners of one or more units) will have an annual fee free exclusive reservation of the Club Room. The free time is calendar based, non-transferrable and has no balance carryover from year to year. The fee free exclusive reservation shall be for a maximum of 4 continuous hours spanning only one event. Once the free reservation is used, normal club room charges apply (see statement below).

A fee of \$25.00 per hour with 2 hour minimum is required for exclusive use of the Club Room after the annual free time has been used.

- Reservations are available Monday – Sunday from 8:00 AM – 11:00 PM
- Reservation is not complete or valid until Reservation Form along with guest list, Deposit and/or Fees (if applicable) are received by Management.
- A key and Reserved Sign for the door will be available on the day of the event
- 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)

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 \_\_\_\_\_

Fee: Check # \_\_\_\_\_ in amount of \_\_\_\_\_ (if applicable)

Guest List: Yes \_\_\_\_\_ No \_\_\_\_\_ (Required with reservation)

**Received by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Approved by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Revised March 2014