

# Alexander Place Clubhouse Reservation Form

Date of Event \_\_\_\_\_

Note: Please make your reservation at least two weeks in advance if possible.  
Note also that certain holiday periods may be blocked.

*Please Print*

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone (H) \_\_\_\_\_ (C/W) \_\_\_\_\_

Email Address \_\_\_\_\_

Purpose of Function \_\_\_\_\_

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Approximate number of people attending \_\_\_\_\_ Adults \_\_\_\_\_ Children

Indoor \_\_\_\_\_ Outdoor \_\_\_\_\_ Both \_\_\_\_\_

Fees: Clubhouse \_\_\_\_\_ (Reservation required for use.)

Pool \_\_\_\_\_ (No fee, reservation required for 5 or more guests.)

(Clubhouse capacity is approximately 60 standing, 40 with chairs, 25 tables and chairs.)

Entry Time \_\_\_\_\_ Finish Time \_\_\_\_\_ (No later than 11 PM.)

Name of Caterer \_\_\_\_\_ Telephone \_\_\_\_\_

(Please make sure all surfaces are protected.)

Florist \_\_\_\_\_ Telephone \_\_\_\_\_

(Must deliver day of event.)

Cleaner \_\_\_\_\_ Telephone \_\_\_\_\_

Music Source: None \_\_\_\_\_ Boom Box \_\_\_\_\_ (Play time no later than 11:00PM.)

- The clubhouse must be cleaned before 9:00AM the following morning and the furniture **MUST** be returned to its original location and position. (See attached check list.)
- The homeowner must supervise and be present for the entire event.
- The recreational facilities will not be closed to other residents during the hours of your function.

**FEES** PLEASE SEND TWO SEPARATE CHECKS. THANK YOU.

Deposit of \$250.00 confirms your reservation.

Usage\* \$50.00 per day, clubhouse only.