



Club Room
(61B Water View Circle)
Reservation Form

Submission Date: _____

Instructions: To host an event at the ACV Club Room, complete the Club Room Reservation Form and return to the Club Room Coordinator: _____

Club Room Coordinator

Host/Gazette Info:

*Resident/Committee/Board Member Name (Event Host)

*Event Title:

Address:

*Event Date (minimum 1 week from submission date):

Phone:

*Start Time:

*End Time:

*Email (optional)

Event Host Setup Time for tables and chairs (if needed)

*Event Description/Special Instructions for Attendees (My Event):

Event Details

*Your event will be listed in the Club Room Gazette using this info unless you check the "Do not publish" option below.

*Event Type:

- ACV Board/Committee meeting
Resident Family/Friends Gathering
Group/Club Meeting/Event
Community Gathering
Info/Learning Event

*Gazette Listing:

- Display Event Title, Event Description & Host Contact (Published to ACV Community)
Do not publish this event in the Gazette

Room Setup:

- Chairs: Folding chairs: (Qty) IF YES, perimeter auditorium, facing
Clear Floorspace
Tables: 72" X 30" Tables: (Qty) Card tables: (Qty)
IF YES, placement:

*Who Can Attend:

- Invitation Only
Open To ACV Community
RSVP required by (dd/mm)

Est. # of Attendees:

of Adults over 21: # of Adults under 21: # of Children under 16:

Alcohol Consumption:

- Alcohol may be served or available.

Lock Code:

- My event will be held outside business hours. I will need the lock code.

ACV CLUB ROOM RULES & REGULATIONS

The event host is responsible for ensuring all the rules and regulations are followed.

- 1) Events held in the Club Room should not contain or promote any political, religious, or commercial interest or content and should not be in violation of any local, state, or federal laws.
- 2) The number of people attending the event will not exceed the occupancy limit of 45.
- 3) The ACV Property Manager will activate the lock code (if needed) one hour prior to the event’s scheduled start time until one hour after the event’s scheduled end time.
- 4) Parking is permitted in visitor parking areas only. No on-street parking is allowed. Have attendees consider carpooling whenever possible. Provide a parking attendant when needed.
- 5) Ensure Club Room is cleaned up and all trash is removed.
- 6) Cover expenses that may be incurred for any damage to Club Room property.
- 7) Turn off lights, stove/oven, adjust thermostat to the original temperature, and lock the Club Room front door and windows.
- 8) Remind all attendees of these rules and those listed in the ACV Homeowners Association Handbook.
- 9) IF ALCOHOL IS SERVED:**
 - a) ensure that all attendees are at least 21 years of age,
 - b) monitor the safety and well-being of all attendees at the event while on ACV Club Room property,
 - c) handle any legal and / or medical claims initiated by or on behalf of event attendees as a result of the event, and
 - d) agree to defend, indemnify, and hold ACV HOA harmless from and against any claims against ACV HOA arising from consumption of alcohol.

ACV Rules/Policies Compliance

I understand and accept the specific policies, procedures, responsibilities, and conditions listed in this document. I agree to comply with the By-laws and Declarations as listed on the ACV/Compass Property Management website as of the date of this request, and with the ACV Homeowners Association Handbook (Green Book).

Signature of Event Host

Date Signed

ACV OFFICE USE:

-RECEIVED AND REVIEWED BY CLUB ROOM COORDINATOR _____ (Date)

-FORWARDED TO ACV PROPERTY MANAGER AND MASTER GAZETTE SPREADSHEET PLANNER _____ (Date)