

## Olde Ivy Clubhouse Reservation Application for Club Events

Name of Olde Ivy Owner \_\_\_\_\_

Address of Owner \_\_\_\_\_

Date(s) of event(s) \_\_\_\_\_

**(Mondays & Wednesdays only.** If a recurring event, please list all desired dates. You may choose up to six (6) dates with this form.)

Time for event: From \_\_\_\_\_ to \_\_\_\_\_ (four-hour slot maximum - exception must be Board approved)

Type of club event \_\_\_\_\_

By submitting this signed form, I certify that:

- I am the Owner identified above and assume all responsibility for the action of my attendees as well as for any damage caused during the course of my event. I understand that the cost of repairs to, or special cleaning required of, the clubhouse will be billed to my association account.
- I will be in attendance at all events on requested approved dates.
- I have read and will abide by all rules that apply when the Clubhouse is reserved and will complete the Cleaning Checklist at the end of any event that I reserve.
- I understand and agree that no event is permitted until/unless I receive written approval from the Olde Ivy at Vinings Neighborhood Association Board of Directors.
- I understand that my reservation is not valid until the application is fee imposed for this meeting(s), if any, is paid by check (payable to Olde Ivy at Vinings Neighborhood Association).

Signature \_\_\_\_\_

Date \_\_\_\_\_

Olde Ivy Neighborhood Association approval by \_\_\_\_\_

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