

**EVENT PLAN**  
**CLUBHOUSE & LAKE GAZEBO RESERVATION**  
**COLONY SURF CLUB, INC.**

**Member:** \_\_\_\_\_

**Description of Event:** \_\_\_\_\_

**Date/Day/Time of Event:** \_\_\_\_\_

**Location of Event:** \_\_\_\_\_

**Set Up Time:** \_\_\_\_\_ **Clean Up Time:** \_\_\_\_\_

**Telephone #:** \_\_\_\_\_

**Set-Up Committee:** \_\_\_\_\_

**Clean-Up Committee\*:** \_\_\_\_\_

**\*Cleaning Deposit**

There is a \$75.00 cleaning deposit due once your event is approved by the Office Manager. This deposit will be held until the day after your event and returned in full if the facility is left in good condition.

Clean-up should be completed no later than the day after the event, except for Christmas decorations which should be dismantled and stored no later than January 2<sup>nd</sup>.

Please note that the Caretaker and Office Manager are not responsible for set-up/clean-up after any event. The caretaker may assist with private functions in moving the ping pong table and pool table, unlock the dumpster for the removal of garbage and unlock the shop to get the chairs.

**PLEASE NOTE:** For private parties – You are responsible for providing your own supplies, including cups, paper plates, napkins, coffee, creamers, sugar, salt, pepper, etc.

Approved \_\_\_\_\_

Disapproved \_\_\_\_\_

Deposit Fee Received \_\_\_\_\_

Reason for Disapproval: \_\_\_\_\_

Deposit Fee Returned \_\_\_\_\_