



P. O. Box 106 · Ocean Springs, MS 39564

228-875-0086 · www.TreasureOak.org

CLUBHOUSE RESERVATION REQUEST

Member Name: _____ Email address: _____

Home Phone: _____ Office/Cell: _____

I request the use of the TOCC clubhouse on (day(s) / date(s)) _____ for a private function to be held from (time) _____ to _____ Approximate number attending _____

Will alcohol be present? (check one) Yes No

Club policy requires that you arrange for adequate security for your function. Multiple security officers will be required for larger parties. Cost for security is as follows: 1-20 attendees - \$20 per hour (1 guard); 21-75 attendees - \$40 per hour (2 guards); 76-119 attendees - \$60 per hour (3 guards). There is a four hour minimum for the security guard.

Security for club functions is provided by Dirk Thompson, who can be reached at 228-860-0813. Security must be arranged at least 3 weeks in advance. _____ (initial here). Reservations made less than three weeks in advance may be subject to higher rates.

Please describe the Event:

Check One:

Member Functions are events in which the member is the primary host of the event and is personally responsible for the fees. The Member Function courtesy rates are extended to a member, whether the event is personal or professional, as long as the member is the person putting on the event and paying for it.

Member Sponsored Functions are events in which the member vouches for the primary host of the event and the non-member is responsible for the fees. In addition, by agreeing to sponsor the non-member host, the member takes on responsibility as a "co-signer" to ensure all policies and procedures are followed.

All fees for Member-Sponsored Functions must be paid seven (7) days in advance of the event. Non-payment will result in a cancellation of the scheduled event.

I acknowledge that I will be solely and personally responsible for all costs for this reservation, including costs for any damages that may occur during my use of the facility. I further acknowledge that I have read and will comply with the clubhouse reservation agreement. This clubhouse reservation is not being made for a fund raising activity, money-making venture or political purpose.

Member Signature: _____ Date: _____

Rec'd by: _____ Date: _____

Presented to Board for Approval on: _____ Status: _____

Prices / Fees: A \$100 deposit must be submitted with this completed form to be submitted for approval. This deposit will be applied to your final rental bill. You will be billed for the balance of the rental costs after the building is inspected.

Cleaning Fee: Minimum \$50 to be paid directly to cleaning personnel. Please contact the office for more information. Please refer to the next page for a complete list of member responsibilities to avoid additional charges. _____ (initial here)

Rental Fees: **Member events:** Under 25 attendees - \$50.00; 25-50 attendees - \$100; 51-75 attendees - \$150.00 Over 75 attendees - \$200.00

Member sponsored events: Under 50 attendees - \$250.00; 50-75 attendees - \$350.00; Over 75 attendees - \$450.00



Member/Sponsored Guest responsibilities

To prevent additional charges please comply with the following:

1. No nail, screws, tack or tape will be used to adhere any items to the ceilings, walls or trim.
2. Clean up all spills
3. If glitter or confetti is used, please vacuum
4. Wipe and dry bar to prevent water stains
5. Put away extra tables and chairs that were not used for your event.
6. Check outside the building for trash your guests may have left and place it in the dumpster
7. Take out all trash from the building and place it in the dumpster outside.

Prior to your event the clubhouse will be cleaned by TOCC staff.

TOCC cleaning staff responsibilities

After your event the clubhouse staff will perform the following:

Clean and sanitize bathrooms

Clean and sanitize kitchen and appliances, as needed

Wipe down tables and chairs

Put away tables and chairs

Sweep and mop floors

Vacuum carpet

Clean windows and window sills

There are 8 – 60” round tables, 9 – 6’ rectangular tables and approximately 70 plastic folding chairs available for your use. These are included in the price of the rental.

PLEASE REMEMBER THE TOCC CLUBHOUSE IS A SMOKE-FREE FACILITY. Smoking is allowed outside of the clubhouse.

Thank you and enjoy your event. Please contact Shasta or Steve at the club office if you have questions, at 228-875-0086 or email tocbookkeeper@cablone.net.