



# Club Room Reservation

## *Club Room Reservation*

The Club Room is available for functions and holidays. In addition to the following, please refer to the Ellington rules and Regulations.

1. Reservations for the Club room must be made in advance of the event and are to be made in person with the Concierge. Only 2 reservations per Homeowner/resident maybe on the schedule at any one time.
2. Although there is no charge for using the Club Room, a \$300 deposit is required to reserve the Club Room at the time the reservation is made. No reservation will be made without receipt of the deposit. Cleaning can be arranged at your request for a charge of \$75.00.

If no Club Room damage is identified, the deposit will be returned within seven (7) business days after the event.

3. Event hours are from 8:30AM to 12 Midnight.
4. No smoking is allowed in the Club Room.
5. Hosts and their guest are expected to keep noise at a moderate level. After two noise complaints from an Ellington resident, a verbal warning will be given. A third noise complaint will result in the immediate termination. Damage or missing items identified in the post event review check out list will result in a deduction from the held deposit. In the event that damage is in excess of the deposited amount, the resident/owner is liable for the balance due of the event.
6. Homeowners and their guests must keep events within the parameters of the Club Room. Guests are not allowed to use the Fitness Center facilities during a party or event.
7. The Concierge or Night Security Person reserves the right to enforce the Rules and Regulations of the Ellington.

I, \_\_\_\_\_, have received and read the rules stated above.

Date of Reservation: \_\_\_\_\_ Time of Reservation: \_\_\_\_\_

Homeowner: \_\_\_\_\_ Unit Number: \_\_\_\_\_ Date: \_\_\_\_\_

Ellington Representative: \_\_\_\_\_ Date: \_\_\_\_\_