

# COLONNADE CABANA RESERVATION REQUEST

Five Hours Maximum to be determined by resident

NAME:

\_\_\_\_\_

BLDG/UNIT:

\_\_\_\_\_

TODAY'S DATE:

\_\_\_\_\_

DATE REQUESTED:

\_\_\_\_\_

TIME:

\_\_\_\_\_

PEOPLE (LIMIT 25):

\_\_\_\_\_

REASON:

\_\_\_\_\_

A guest list must be submitted to the office at least 48hrs prior to party date.  
By signing you agree that you have read and understand the rules as they apply. See attached sheet.

\$125 Check Received

\_\_\_\_\_

Signed (Resident):

\_\_\_\_\_

Signed (Manager):

\_\_\_\_\_

\*Please note until the guest list and deposit are received by our office staff your reservation can not be approved.

# Colonnade on the Greens Guest List - Cabana

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PLACE: Cabana

BLDG/UNIT: \_\_\_\_\_

TIME: \_\_\_\_\_

PHONE: \_\_\_\_\_

No.	Name of Guest	Adult	Child
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
	TOTAL:		

**\*\* Number of guests cannot exceed twenty five (25)\*\***

Site Manager Approval \_\_\_\_\_

**COLONNADE ON THE GREENS**  
**RULES FOR THE USE OF CABANA**

**Reservations can be made at the Site Managers' office. The reservation requires a guest list and deposit check for \$125.00 payable to the Colonnade on the Greens. Your deposit check is refundable after clean up and inspection. The reservation is only booked once the guest list and deposit has been received and is approved by the site manager, until the office has these items; it is possible for another resident to reserve the Cabana.**

1. Call Security at 487-2228 to have the cabana gate opened for your use.
2. Submit a guest list with first and last names of all adults attending your event and first names only for any children. Please bring the list to the office for approval no later than 48 hrs prior to date of reservation.

**\*Be advised that if there is an issue with the guest list, the reservation will not be approved so please plan accordingly and allow enough time to make any changes that may need to be made for approval.**

3. Sponsoring resident must be in attendance and is responsible for any damage to facilities, furniture or equipment and for compliance with the house rules and pool rules by any guests.
4. Please comply with the pool rules that are posted in the pool area. **\*NO glass items allowed.**
5. Any party activities will cease by **8:50 p.m. on Sunday – Thursday** to allow time to clean up, and **9:50 p.m. on Friday and Saturday.**
6. **ALL FACILITIES MUST BE LEFT CLEAN. Any and all personal items must be removed from the cabana and kitchen area. A cleaning fee will be charged if the area is not clean.**
7. Please make sure the **stove** and **oven** are **turned off** when you are finished.
8. When you are done with clean up, please call Security at 487-2228, so they can inspect the cabana & lower the gate.
9. The use of Cabana facilities are for the scheduled time only. Plan to start clean up prior to the end of the party to ensure you do not exceed your reservation time.
10. Children must be closely supervised.
11. Violations recorded by the Site Manager or Security could result in the forfeiture of Cabana privileges and possible loss of deposit.

**NOTE: THE KITCHEN IS LOCATED BEHIND THE ROLL UP GATE. THE TABLES AND CHAIRS ARE THE ONLY AREAS RESERVED. BARBECUES, POOL, JACUZZI AND THE LOUNGE CHAIRS ARE AVAILABLE FOR ANY RESIDENT AT ANY TIME.**

**FOR SAFETY REASONS NO GLASS OR OTHER BREAKABLE ITEMS ARE ALLOWED IN CABANA/POOL AREA. VIOLATORS WILL BE FINED UP TO \$200.00.**