

Colonnade Game Room Reservation Request
Five Hours Maximum to be determined by resident.

NAME:

BLDG/UNIT:

TODAY'S DATE:

DATE REQUESTED:

TIME:

PEOPLE (LIMIT 40):

REASON:

A guest list must be submitted to the office at least 48hrs prior to party date.

I have read and understand the rules as listed on the attached sheet.

\$125.00 Deposit 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 - GAME ROOM

DATE: _____

NAME: _____

PLACE: GAME ROOM

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 forty (40)****

Site Manager Approval

C.O.T.G. GAME ROOM RULES

SECTION D 3.a AND 3.b

3. a. The game room is located in Building 3, near the lobby. The game room is open during regular office hours, but may be locked after 5:00 p.m. If locked during the posted hours of use, contact Security to unlock the door and log your admittance.
3. b. The game room may be reserved for various permitted purposes for a maximum of five hours to be determined by residents by contacting the Colonnade Manager. A security deposit of **\$125.00** is required. No more than **40 guests**, including children, are allowed for such parties and private events. **Guests attending events in the game room are not automatically entitled to use the pool;** instead they are restricted to 4 guests per apartment and must be accompanied by their sponsor as provided in **Paragraph D.2.a. below.**

D.2.a. the cabana, pool, spa and the surroundings areas are for the exclusive use of residents and their guests during permissible hours. Guests must be accompanied by their sponsor. No more than four guests are permitted per apartment, except during the time the cabana has been reserved.

1. Call Security to have the game room unlocked.
2. Give Reservation Request and a list of guest(s) that will be entering the complex to the Management office for approval 48 hours before event. All guest lists must include **first and last names for all adults and first names only for all children.**
3. Sponsoring resident must be in attendance and is responsible for any damages to facilities, furniture or equipment and for compliance with the house rules by any guest.
4. The hours of operation are: **9:00 a.m. to 10:00 p.m. Monday through Saturday. 12:00 noon to 10:00 p.m. on Sundays. ALL** party activities will cease at **9:50 p.m.** to allow time for cleans up. Game room closes at 10:00 p.m. **SHARP!**
5. Violations recorded by the Resident Manager or Security could result in **forfeiture** of game room privileges and possible loss of the security deposit.
6. Children must be closely supervised.
7. All music/loud talking must be subdued and turned down/off at request of