



WEST FORK VILLAGE RESERVATION REQUEST

West Fork Village
C O N D O M I N I U M S

DATE: _____
HOST'S NAME: _____ UNIT #: _____
PHONE: _____ EMAIL ADDRESS: _____
MAILING ADDRESS: _____
(for off-site owners)

CLUBHOUSE / CONFERENCE ROOM RESERVATION REQUEST:

Fireside Lounge Kitchen Grill
 Pool Hot Tubs Conference Room
Date requested: _____ Time requested: _____

GUEST SUITE RESERVATION REQUEST:

Family Suite A – sleeps four - \$120.00/night + tax (2 Night Minimum)
 Honeymoon Suite B – sleeps two - \$105.00/night + tax (2 Night Minimum)
Total Number of Guests: _____ **Check-In Date:** _____ **Check- Out Date:** _____
Please leave invoice: In the suite for the guest In the host's mailbox Send to email above

1. Clubhouse reservation will be charged \$50.00 for three (3) hours with 6-20 people, paid prior to the event, along with \$100.00 refundable damage/cleanup deposit due at booking.
2. Conference Room reservations will be charged \$25.00 for three (3) hours with the maximum of 20 people, paid prior to the event, along with \$100.00 refundable damage/cleanup deposit due at booking.
3. To host an event you must be a resident or owner at West Fork Village.
4. Guests must be accompanied by the host at all times.
5. **Kegs of beer and/or DJ's will not be permitted.**
6. The pool and hot tubs may be reserved on a semi-private basis, subject to the use by residents.
7. To be considered valid, all reservation requests must be filled out completely, signed by the host and include the \$100 deposit.
8. **Keep in mind that the Clubhouse is a non-smoking facility.**

I have read and understand that as a host, I'm required to enforce the Rules and Regulations and policies of the Association as stated in Association and/or Clubhouse informational materials. I hereby acknowledge that I am aware of this liability and pledge to full indemnify and hold harmless the West Fork Village Owners Association from any and all liabilities resulting from Host or Guest actions or negligence.

Host Signature: _____ Date: _____