

Summit Village Association Beach Club

Request for Private Party Reservation

Requests will not be accepted before May 1st

Today's Date: _____

Name of Property Owner Requesting Use: _____

(Summit Village home, condo, and lot owners may reserve the Clubhouse or Pavilion, for their **own personal use**.
Three Lakes Association, Grass River Natural Area, and Local Civic Groups may seek Board approval for use of the facilities.)

Property Owner's Subdivision & Lot #: _____

Mailing Address of Property Owner: _____

Phone # of Property Owner: _____ (Home) _____ (Cell)

Date(s) for Use: _____ Time for Use: _____ to _____

Type of Party/Special Activities: _____

Number of People: _____ (Groups of 80 or more must receive Board approval before being booked)

Facilities Requested: _____ Pavilion _____ Clubhouse
(Cannot reserve Clubhouse **and** Pavilion for same party)

I am requesting these facilities for my own personal use: _____ Yes _____ No

(It is a violation of the 'Private Party Guidelines' to reserve the Clubhouse or Pavilion in your name for the use of another person who is not a home, condo, or lot owner in Summit Village.)

_____ I have received a copy of the "Guidelines for Private Party Usage of Beach Club Facilities"

Signature of Property Owner Requesting Use: _____

A \$200 refundable security deposit is required from the Property Owner at the time a request is submitted. You may turn in your security deposit and request form at the Beach Club, or mail to:

SVA Party Reservations Requests
P.O. Box 46
Bellaire, MI 49615

You will receive confirmation of your reservation once your request has been approved.

Summit Village Association is not responsible for loss or damage to personal property.

Approved by: _____ Date: _____

Summit Village Association Beach Club Guidelines for Private Party Usage of Beach Club Facilities

The private party facilities of Summit Village Association Beach Club are strictly for the use of Summit Village home, condo, or lot owners in good standing. As such, you may reserve the Clubhouse or Pavilion for your **own** private use. You may **not** reserve the facilities in your name for the use of another person who is not a Summit Village home, condo, or lot owner in good standing.

There is no charge to you for the use of these facilities when used between Memorial Day weekend and Labor Day weekend. However, a security deposit of \$200 is required at the time you submit your reservation request. If you want to request use of the facilities for a date **after** Labor Day weekend, you will first need approval from the Beach Club Chairperson, and must additionally pay the full cost for Beach Club staffing.

You are required to remain present with your guests during the time that they are at the Beach Club. It is your responsibility to see that your guests know and observe all Beach Club rules (no smoking, no pets, etc.) in order to ensure a pleasant environment for everyone.

It is also the obligation of all who use the facilities to leave the area in as good, or better, condition than when you arrived. Please ask an attendant for cleaning supplies and:

1. Thoroughly clean up. The floor should be swept or mopped as necessary.
2. Return all tables to their original locations, and wipe clean.
3. If using the kitchen, the microwave & all counters must be cleaned, dishes washed and put away. Food in refrigerator should be disposed of.
4. If excessive trash is created (catering, plates, gift-wrap) take trash to dumpsters.
5. Toys that were used should be returned to their proper place.

The Beach Club staff's responsibilities do not include assisting with your party or helping with the clean-up afterwards. You are required to provide your own staffing for these duties.

The Clubhouse closes at 9:00 p.m. Please have your clean-up completed by that time.

Part, or all, of the security deposit will be forfeited if:

1. The Clubhouse or Pavilion is reserved in your name for the use of another person who is not a Summit Village home, condo, or lot owner in good standing
2. The facilities are not properly cleaned (at the discretion of beach club personnel)
3. You damage any Beach Club property
4. Beach Club staff is required to stay past our normal closing time of 9 p.m.
5. You are a 'no-show' (in which case, the cost of any additional Beach Club staff that was scheduled as a result of your party reservation will be deducted from your deposit)

Please respect and enjoy the facilities.