



CLUB SANDOVAL
PRIVATE PARTY RESERVATION POLICY
Effective July 3, 2019

The Community Center Meeting Room is available to residents and their invited guests. The resident signing the Sandoval Reservation Form has complete responsibility and liability for the event and the actions and conduct of their guests. The resident must be present throughout the duration of the party and will be the sole contact for any questions, issues that may occur during or after the event.

Private party reservations are not authorized on holidays.

The reservation policy is in effect and used solely for “Resident” private parties. It is not intended for resident’s family members or friends who reside outside our community. Club Sandoval facilities shall not be used for nonprofit organizations, commercial events, fund raising efforts, for the benefit of a political cause, in connection with organized religious services or other such activities. Any exception to the rules must be approved by the General Manager of Sandoval.

MEETING ROOMS

The Multipurpose Rooms will be available by reservation or for special community events. Reservations for the Multipurpose Rooms, which do not include pool use are made through the Lifestyle Manager; reservations will be taken no more than sixty (60) days prior to the party.

Private parties do not include the use of other Club amenities during, prior or after party.

ACCOMMODATIONS

Private parties in the Community Center Multipurpose room, which do not include use of the pool area, can accommodate a maximum of sixty (60) people subject to the selected room set-up.



CHARGES

COMMUNITY CENTER MULTIPURPOSE ROOMS

(Shirt, Shoes & Dry Attire Required)

\$75.00 Per Hour 2 hour minimum

A 6% Sales Tax is added for all rentals.

PAYMENT/DEPOSIT

Payment is required at the time of reservation. A \$250.00 deposit is required for the Meeting Rooms.

Please note: A reservation is not confirmed until a reservation form is signed with the appropriate staff member and the payment in full is made.

AVAILABLE UPON REQUEST IN MEETING ROOMS **

American Flag	Mounted Television
CenturyLink WIFI Connection	Multimedia Projector
DVD player	Podium
Handheld Microphone	Viewing screen
HDMI Laptop Connector	

Renter is responsible to ensure equipment is in good working order prior to the rental. The Club will not be held responsible if there is an equipment malfunction prior to or during the reservation time frame.

Kitchen

The kitchen is available for your use. It has a sink, microwave and refrigerator. Please clean all surfaces, bathrooms and empty all trash.



CANCELLATIONS AND “NO SHOWS”

Failure to cancel a party in the Meeting Rooms less than three (3) days in advance of the scheduled date will result in forfeiture of your deposit.

RULES AND REGULATIONS

No solicitation is allowed when utilizing the Club facilities. The staff reserves the right to assign the room that most appropriately suit your groups' needs.

Residents agree to abide by the Rules of the Club as listed in the Resident Handbook including the State Alcoholic Beverage Commission rules.

Parties or events scheduled in the Multipurpose Room are considered “formal events”. Such events are limited to the use of the Multipurpose Room only and do not include the use of the Lagoon Pool.

Decorations are not to be hung from any wall or ceiling of the Multipurpose Room.

Noise levels during private parties shall be kept at a reasonable level so as not to disturb other residents or their guests.

Guests of a private party are only able to use designated club facilities reserved as part of the private party. Guests are not allowed to utilize all club amenities such as the Fitness Center and the Sports Courts.

The Club will assume no responsibility for lost or stolen articles brought into the Community Center by residents or their guests.

No smoking is permitted in the Community Center.

We request you ask your party guests to carpool to help with the impact of parking at the Club, so our residents will have ample parking. The Clubhouse and parking lots are monitored by video surveillance.



Please contact the Lifestyle Staff for reserving the Multipurpose Room at the Community Center.

Signing Private Party Reservations Policies are binding upon signatures of both parties.

RESIDENT _____ **DATE** _____

CLUB SANDOVAL STAFF _____ **DATE** _____