

**ST. JAMES GOLF CLUB  
CLUBHOUSE RESERVATION REQUEST FORM  
FOR BRIDAL & BABY SHOWERS, BIRTHDAYS AND ANNIVERSARIES**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Day: \_\_\_\_\_ Telephone Evening: \_\_\_\_\_

E-MAIL ADDRESS \_\_\_\_\_

I wish to reserve the Clubhouse for the following Day, Time and Event.

Date: \_\_\_\_\_ Time From: \_\_\_\_\_ To \_\_\_\_\_

Event: \_\_\_\_\_ Estimated # of Persons: MAX 50 PEOPLE

By signing this Reservation Request Form, I understand that I will be responsible for making certain that the Clubhouse is left in the same condition by 8:00 a.m. of the following day (evening functions). In the event that the function is in the a.m., I understand that I will be responsible for making certain that the Clubhouse is left in the same condition upon completion of function. Any resident who reserves the clubhouse is responsible for setting up and arranging the room for His/her function, which includes returning such property back to its original location. All furniture, equipment, etc. must also be in the same condition as when reserved or loaned to them. **ALL TRASH AND GARBAGE MUST BE DISPOSED OF IN THE PARKING AREA DUMPSTER NO EXCEPTIONS.** If the Reservation includes use of a Bounce House, the Vendors Insurance Certificate and License must accompany this request.

I further understand that there is a \$350.00 refundable deposit that must accompany this request. This security deposit will be cashed and a refund check issued after inspection of clubhouse. In the event the clubhouse or any of its contents is damaged during the time of your function, and/or not cleaned to the satisfaction of the Association or not in accordance with the time line noted above, the \$350.00 deposit will be retained to cover these additional expenses. If there are expenses in excess of the damage deposit, the undersigned homeowner/renter will be responsible. I also understand that there is a \$150.00 NON-REFUNDABLE donation for the private use of the Clubhouse, which must accompany this request. The \$350.00 damage deposit check and the \$150.00 donation check should be made payable to St. James Golf Club, HOA.

I understand the above stated paragraph \_\_\_\_\_ PLEASE SIGN.

FREE STANDING AND TABLE DECORATIONS ONLY \_\_\_\_\_ PLEASE SIGN.

The hours for the use of the Clubhouse for private functions will be 8:00 a.m. to 12:00 p.m. 1:00p.m. to 5:00p.m. & 6:00p.m. to 10:00p.m. Private functions must not exceed time periods of four (4) hours. Venue subject to Committee Approval.

**I UNDERSTAND THE POOL, POOL DECK, FITNESS CENTER AND LIBRARY MAY NOT BE ACCESSED AT ANY TIME AND ARE NOT INCLUDED IN THE CLUBHOUSE RESERVATION. INITIAL HERE>** \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Print Name: \_\_\_\_\_

\$350.00 Refundable Deposit Received: \_\_\_\_\_ \$150.00 Donation Received: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected By: \_\_\_\_\_

Deposit Returned: \_\_\_\_\_ Date: \_\_\_\_\_

**ENJOY YOUR CLUBHOUSE – HAVE A GREAT PARTY**  
**Subject to change at the Board of Directors discretion.**