# WEST FORK VILLAGE
# RESERVATION REQUEST

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 - $90.00/night + tax

☐ Honeymoon Suite B – sleeps two - $75.00/night + tax

**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

Would you like continental breakfast? ☐ Yes ☐ No

If yes, what would you like for breakfast for your guest?

- ☐ Pastry, milk, orange juice, bananas, cereal
- ☐ Other (Please write down if you would like something different)

_____

_____

_____

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: _____