

LOD PARTY AT CLUB LOD

1. Reservations for parties must be done in the LOD office. Reserve the date, give your table count and select your sitting area. Minimum 16 people (2 tables).
2. Reservations can be done in advance up to six months, however **you must confirm your reservation and give a final count the first working day of the month that your party will be held. If you do not confirm your reservation as indicated, your reservation will be automatically cancelled.**
3. The cost is \$5.00 for residents and \$8.00 for guests.
4. There will be a \$50 deposit. All monies must be paid in full by Tuesday before the party.
5. There will be no refunds or exchanges. NO exceptions.
6. No one will be admitted to the Ballroom without a ticket.
7. Music will be provided from 7:30 to 10:30 p.m. You can set up for your party starting at 6:00 p.m. the day of the party.
8. You are responsible for all your paper goods, food and drinks.
9. You are responsible for distribution of your tickets and authorizing outsiders to come to the community the day of the affair.
10. DO NOT move chairs or tables. DO NOT place any decorations on the walls, windows or doors. Clean the tables and throw out all garbage.
11. LOD provides coffee, hot water for tea, tea bags, foam cups (for coffee and tea only), stirrers, sugar, sweet & low and creamer.
12. LOD provides ice buckets and ice.
13. The Entertainment Committee will supervise those people who have to use the kitchen facilities.
14. Any announcements or special requests to the DJ must be addressed with the Entertainment Committee.
15. Refrigerator space is limited. You can bring your food the day of the Club LOD starting 2:00 PM. The Security Guard will open the kitchen for you. Any food and containers must be clearly marked. No food should be left in the refrigerator after Cabaret other wise it will be discarded.
16. Collared shirts are required. Shorts are not allowed in the upstairs clubhouse on Saturday and Sunday evenings.

Two names and phone numbers of contact people in charge: _____

Today's Date: _____ Your Party MUST be confirmed on: _____

Date of Party: _____ Amount of tables needed: _____

Deposit amount and date: _____ Collected by: _____

Number of Residents (\$5.00 p.p.): _____ Tickets numbering: _____

Number of Guests (\$8.00 p.p.): _____ Tickets numbering: _____

Total money collected: _____ By: _____

Comments: _____