



## Large Party Request Form

Reservations may be made for large party use of the Pavilion and Pool. Requests must be submitted at least seven (7) days prior to function. The maximum number of guests allowed for the party is 15 guests. A guest list must be included with submittal of this form. Only one (1) time slot will be permitted for each party. A security deposit check of \$100 is required with submittal. Please send this form, guest list and security deposit check to the address listed below. Incomplete submissions will not be considered. Submittal of this form, guest list and security deposit check does not constitute approval. Approval or denial will be given by the Board of Directors in writing prior to the party date.

A property owner must be in good standing with the Property Owner’s Association for the party request to be considered. The owner must be present at all times during the party. The owner will be held responsible for any and all damages, behavior, etc. caused by the property owner or their guests.

A reservation for a large party does not exclude other Liberty Hall owners and their guests from using the facilities at the same time.

All owners are required to clean up and dispose of all trash or garbage created by the event and must leave the area in good condition prior to the end of your time slot.

*For Example: If you time slot is 9:00am – 12:00pm then you must clean up and leave the area in good condition prior to 12:00pm.*

A deposit check of \$100 is required with this application. Deposit check, made payable to Liberty Hall POA, will only be cashed if there is any clean-up or damage expenses incurred as result of the party. Any expense and/or damages Liberty Hall POA incurs above the \$100 security deposit will be billed back to the homeowner. If no damage and/or expense is incurred, the security deposit check will be destroyed.

If alcohol is present, please take every precaution to ensure that the alcohol is consumed only by your party guests and that they do not pose a problem or threat to other Liberty Hall owners or employees. Remember, glass bottles are not prohibited in the facilities.

The last party of the day must have ended and be cleaned up no later than 8:00pm.

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

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

Email: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Nature of reservation: \_\_\_\_\_

<b><u>Time Slot Requested</u></b>	
<input type="checkbox"/>	9:00am – 12:00pm
<input type="checkbox"/>	1:00pm – 4:00pm
<input type="checkbox"/>	4:30pm – 7:30pm