COAST VILLAGE PROPERTY OWNERS CORPORATION
ROOM RESERVATION

1. Rooms may not be reserved on a legal holiday.
2. Smoking and alcohol is prohibited at any event.

A $100 deposit is required when the reservation is made. Any damage that exceeds $100 will be referred to the Board of Directors for action. Deposit will be refunded if room is left clean and orderly.

Responsible Party: _____

Address: _____ Telephone: _____

Date and time (from/to) of event: _____

Purpose of event: _____

Oven needed (circle one): yes no

Gates open (circle one): yes no

If yes, time needed (from/to): _____

_____ _____

Signature Date

(for office use only)

Deposit received/payment method: _____

Approved by: _____

Follow up inspection by: _____

Recommendation (deposit refund/damage estimate): _____

_____

_____

_____

Date Approved by CVPOC: June 18, 2005

Representative and Title: _____

Date Amended: February 17, 2007