



**WESTWOOD SHORES COUNTRY CLUB FACILITY RESERVATION FORM**

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone (\_\_\_\_) \_\_\_\_\_ Alternate Telephone (\_\_\_\_) \_\_\_\_\_  
Email \_\_\_\_\_  
MVR Membership# \_\_\_\_\_ WS Section/Block/Lot \_\_\_\_/\_\_\_\_/\_\_\_\_  
WS Address \_\_\_\_\_

**Description of Function:**

**Beer and Wine WILL \_\_\_ or WILL NOT \_\_\_ be served at event (*check one*).**

Facilities Requested:  Fireplace Room  Main Room  Locker Rooms  TV & Blu-ray Player In Dining Room - (*Note: Lobby and 19<sup>th</sup> Hole Bar and Grill are not available for rental, including decorating.*)

Date(s) of Function: \_\_\_\_\_ Time of Arrival \_\_\_\_\_ Departure \_\_\_\_\_

Type of Function:  Open to All Members  Private

*If beer and/or wine are served at a private event, as indicated above, a uniformed law enforcement officer, provided by the Association, is required to be present at all times and these fees are due up front.*

**All food and beverages, including beer and wine, must be purchased through the 19<sup>th</sup> Hole Bar & Grill. Hard Liquors are PROHIBITED on premises. Arrangements and menus must be planned with the 19<sup>th</sup> Hole Bar & Grill Staff at least 60 days before the scheduled event. All food and drinks must be paid for 30 days in advance as part of reservation fee.**

**Schedule of Rental Rates – All Fees Due at Time of Booking - MAXIMUM ATTENDEES IS 120**

**Applies only to private events. Events which are considered community events and are open to all members are not subject to these fees.**

**Members in Good Standing:**

**Amount Collected and Date**

- \$50 for first 4 hours 20 guests or less \$ \_\_\_\_\_
- \$50 for first 4 hours 21 guests or more \$ \_\_\_\_\_
- \$25 each hour after - Total hours \_\_\_\_ \$ \_\_\_\_\_
- \$1,000 reservation deposit \$ \_\_\_\_\_
- Law Enforcement Officer \$ \_\_\_\_\_  
Minimum 4 hours at \$\_\_\_\_/HR.  
Quoted at Booking

**Non-Members:**

- \$250 for first 4 hours 20 guests or less \$ \_\_\_\_\_
- \$500 for first 4 hours 21 guests or more \$ \_\_\_\_\_
  
- \$150 each hour after – Total hours \_\_\_\_\_ \$ \_\_\_\_\_
- \$1,500 reservation deposit \$ \_\_\_\_\_
- Law Enforcement Officer  
Minimum 4 hours at \$\_\_\_\_/HR.  
Quoted at Booking \$ \_\_\_\_\_

**MVR Members:**

- \$125 for first 4 hours 20 guests or less \$ \_\_\_\_\_
- \$300 for first 4 hours 21 guests or more \$ \_\_\_\_\_
- \$75 each hour after - Total hours \_\_\_\_\_ \$ \_\_\_\_\_
- \$1,500 reservation deposit \$ \_\_\_\_\_
- Law Enforcement Officer  
Minimum 4 hours at \$\_\_\_\_/HR.  
Quoted at Booking \$ \_\_\_\_\_

**Refund Schedule**

60 days or more prior to event: 100% refund

15-59 days prior to event: 50% refund

Less than 15 days prior to event: No refund

***\*Reservation Deposit is refundable within fifteen (15) days after event, if all event conditions, Association rules and policies have been met.***

**A representative of the function must be present at all times and have the telephone listed on the front of this form with them at all times.**

**Any guests not listed on the attached Guest List requesting access must be verified by phone with the representative before admittance.**

**GUEST LIST** (Attached)      **Total Number of Guests:** \_\_\_\_\_

*I have provided the required deposit and understand that I will be held liable for any damages sustained to the facilities during my use. I understand that should the cost of damages exceed the amount of the deposit provided I will still be held liable for the remaining amount owed.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

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**FOR OFFICE USE ONLY**

Date Received \_\_\_\_\_

Management Approval \_\_\_\_\_

Copies to - Access Control \_\_\_\_\_

