

Scottsdale Terrace Condominiums Association

CLUBHOUSE RESERVATIONS

Today's Date _____ Date of event _____

Name _____

Address _____

Function _____ # of guests _____

Phone _____ Work Phone _____

Function time _____ to _____ Total hours needed including set-up & clean-up _____ to _____

Lot # _____

Please provide two deposits checks made payable to Scottsdale Terrace, (\$50.00 non-refundable deposit and \$250.00 refundable deposit) along with this reservation request. If one check is sent, this will prolong the return of your refundable deposit. The checks are to be mailed to:

Scottsdale Terrace
Attn: Clubhouse Reservation
16625 S. Desert Foothills Parkway
Phoenix AZ 85048

Vision Community Management will hold your checks for the association until the conclusion of the event. Your clubhouse key will be mailed to your approximately 5 days prior to your reservation date. Your refundable deposit check will be returned to you via US mail pursuant to the property manager's on Board Members inspection of the clubhouse premises.

Signed _____ Date _____

After the event: Return the clubhouse to the same condition you found it, and check off the following list:

- ___ 1. Clean spills from tables and floors.
- ___ 2. Return furniture to original location.
- ___ 3. Turn off A/C or heat.
- ___ 4. Turn off lights.
- ___ 5. Close and lock all exterior doors.
- ___ 6. Inspect Clubhouse with board member and return key for return of deposit.

Inspected by: _____ Signed: _____

Time: _____ Date: _____

Comments: _____

