TELICO VILLAGE TOQUA PAVILION RESERVATION GUIDELINES

- Reservations of the pavilion can only be made by a Tellico Village property owner or guest and will be taken on a first come, first serve basis by calling the Yacht Club Receptionist at 865-458-4363.

- The pavilion closes at 9 p.m. After hours use is prohibited. There will be a reservation fee and cleaning deposit due at the time the reservation is made. The cleaning deposit will be refunded, after the reservation, if the area is left in good condition. Cancellations must be made at least one week in advance for a refund of the reservations fee to be issued. Fees are as follows:
  - Cleaning Deposit: $50.00
  - Daily Rental: $75.00

- The facility must be left in the same condition as found, including placing all trash in the provided receptacles. If trash receptacles are overflowing, please take trash to dumpster beside the Toqua clubhouse. Additional cleaning required by the POA will be subtracted from the cleaning deposit. Excessive clean up or damage to the facility may result in a fine and/or loss of Toqua Pavilion privileges.

- Pets must be kept on a 6-foot maximum leash at all times and are prohibited on the golf course (exception - service pets). Pet owners must remove pet waste immediately.

- Toqua pavilion seats 150 people and is available for three season use. Toqua pavilion is equipped with a water spigot, electricity, ceiling fans, a small stage, a propane grill, and a wood burning fireplace. Please remember to turn off the ceiling fans when you leave.

- Outside catering and potluck meals are permitted; however, use of the prep kitchen area is reserved exclusively for the Toqua Food Service Vendor.

- Both the grill and the fireplace may be reserved for an additional fee of $20 each and requires a notice of 48 hours to use. Wood for the fireplace and/or Propane for the grill will be provided by the Toqua golf staff. After use of, the fireplace and/or grill, the person/group reserving is responsible for clean-up. An additional release of liability must be signed in order to utilize the grill and/or fireplace. Please see attached.

- The following are PROHIBITED:
  - Smoking
  - Uncivil, discourteous or lewd conduct
  - Loud music or other annoying noise
  - Glass containers
  - After hours use
  - Fires (except in grill/fireplace)
  - Pets on the golf course

- For maintenance issues or noise complaints, please call the Tellico Village Public Works Department at (865) 458-4522.

Approved by Board of Directors: May 21, 2014
Amended by Board of Directors March 1, 2017
TELLICO VILLAGE TOQUA PAVILION
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• For additional questions regarding the use of the pavilion, please call the Yacht Club Receptionist at (865) 458-4363.

• The Tellico Village Property Owners Association is not responsible for accidents, injury or loss of property to any pavilion user or visitor. Your entry into the pavilion signifies your agreement with this release of liability.

I hereby agree to follow the reservation guidelines for the pavilion.

_________________________________________  __________________
Signature                                      Date

For office use only:

Date Reservation Made: __________________    Phone #: __________________

Name/Group: __________________________________________________________

Approx. # of guests: ________

Reservation Date: ________________    Time: ________________

Fee Charged: ________________    Paid: ________________

Deposit Charged: ________________    Paid: ________________

Fireplace Reserved: YES  NO  $20_______  Grill Reserved: YES  NO  $20 ______

Catering: YES  NO  If yes, catering provided by: ______________________________

Potluck: YES  NO  Music: YES  NO

Signed Form Returned: ________

Staff: ____________________

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