

TELLICO 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 Toqua Clubhouse at 865-458-1330.
- 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
 - Non-Food and Beverage Users: \$200.00 (excluding POA golf events)
 - Bartender fee for a cash bar: \$75 per bartender
- 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 Tellico Food Service.
- Both the grill and the fireplace may be reserved for an additional fee of \$25 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
 - No outside alcohol
 - 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.
- For additional questions regarding the use of the pavilion, please call the Toqua Clubhouse at 865-458-1330.
- 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 \$25. _____ Grill Reserved: YES NO \$25. _____

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

Alcohol Catering YES NO If yes, please provide a copy of off-site catering license.

Potluck: YES NO Music: YES NO

Signed Form Returned: _____

Staff: _____