

## **TELLICO VILLAGE TOQUA PAVILION AND KAHITE COMMUNITY CENTER RULES AND RESERVATION GUIDELINES**

Reservations for Toqua Pavilion and Kahite Community Center can only be made by a Tellico Village property owner and will be taken on a first-come, first-serve basis by calling the following numbers:

- For the Pavilion: Toqua Clubhouse at 865-458-1330
- For the Kahite Community Center: 423-884-2159

**Kahite Community Center and Toqua Pavilion do not have POA staff members on hand, therefore, the following procedures apply:**

1. Tellico Village Toqua Pavilion and Kahite Community Center are private, family-oriented spaces for the exclusive use of Tellico Village residents and their guests.
2. The Pavilion closes at 9 p.m. and Kahite Community Center closes at 8 p.m. After-hours use is prohibited. There will be a reservation fee and cleaning deposit due at the time the reservation is made. All rental fees have a 4-hour maximum time limit. 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 the 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. 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
  - 4-Hour Rental: \$75.00
  - Bartender fee: \$75.00 per bartender (50 guest per bartender)
  - Outside catering: \$200.00 (must provide catering license)
3. Pets must be always kept on a 6-foot maximum leash and are prohibited on the golf course (exception- service pets). Pet owners must remove pet waste immediately.
  4. Toqua Pavilion seats 150 people and is available for four seasons use. Toqua Pavilion is equipped with a water faucet, electricity, ceiling fans, a small stage, a propane grill, and a wood burning fireplace. Please remember to turn off the ceiling fans and any space heaters used before you leave.
  5. Licensed outside catering is permitted, subject to the fees outlined above. Potluck meal gatherings are also permitted; however, in both instances, use of the prep kitchen area is reserved exclusively for the Tellico Food Service staff only.
  6. Both the propane grill and the fireplace may be reserved for an additional fee of \$25 each and require a notice of 48 hours to use. Wood for the fireplace and/or Propane for the grill will be provided by the Toqua maintenance staff. After using the fireplace and/or grill, the person/group reserving is responsible for cleaning up. An additional release of liability must be signed to utilize the grill and/or fireplace. Please see attached.
  7. The following are PROHIBITED:
    - a. Outside alcohol
    - b. Smoking
    - c. Uncivil, discourteous, or lewd conduct

- d. Loud music or other annoying noise
  - e. Glass containers
  - f. After hours use
  - g. Fires (except in grill/fireplace)
  - h. Pets on the golf course
8. The Kahite Community Center must be left in the same condition in which it was found. Participants should report any maintenance or cleanliness issues of Kahite Community Center to Kahite Pub & Grill staff upon arrival. Cleaning supplies are available under the sink. Please wipe down surfaces and sweep and mop as needed. Failure to clean up the room after use could result in future refusal of use.
9. There should be nothing attached to the walls, doors, or windows anywhere in the facility. It is prohibited to use push pins, tape or any other type of adhesive on the walls, doors or windows.
10. For maintenance issues, please call the Tellico Village Public Works Department on 865-458-4522.
11. For additional questions regarding the use of Toqua Pavilion and Kahite Community Center, or noise complaints, please contact management at the Toqua Bar & Grill at 865-458-1330 | Kahite Pub & Grill at 423-884-2159
- 12. 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 (please circle) The Pavilion / Kahite Community Center.

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

For office use only:

Date Reservation Made: \_\_\_\_\_ Phone #: \_\_\_\_\_

Name/Group: \_\_\_\_\_

Approx. of guests: \_\_\_\_\_

Reservation Date: \_\_\_\_\_ Time (4hr maximum): \_\_\_\_\_

Fee Charged: \_\_\_\_\_ Paid: \_\_\_\_\_

Deposit Charged: \_\_\_\_\_ Paid: \_\_\_\_\_

Fireplace Reserved: YES, NO \$25. \_\_\_\_\_ Grill Reserved: YES, NO \$25 \_\_\_\_\_

Catering: YES NO If yes, catering provided by: \_\_\_\_\_

Potluck: YES NO

Music: YES NO

Signed Form Returned: \_\_\_\_\_

Staff: \_\_\_\_\_