

**Cypress Landing Bay Club Reservation Form**  
**100 Marina Drive Chocowinity, NC 27817 (252) 975-3255 Fax (252) 975-0955**

Sponsor: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell) \_\_\_\_\_ Number of Attendees\*\*\* \_\_\_\_\_

**\*\*\* No "Public Invited" or "Open Invitation" events; approximate numbers of attendees required**

Date of Event: \_\_\_\_\_ Time of Event \_\_\_\_\_

Starting Time (Set up) \_\_\_\_\_ Ending Time (Clean up) \_\_\_\_\_

**USER CATEGORIES: check as appropriate**

\_\_\_\_\_ Cypress Landing Community Organization as defined in VI A = No Fee

\_\_\_\_\_ Cypress Landing Community Event with non property owners guests as defined in VI B = \$30.00 charge \*

\_\_\_\_\_ Cypress Landing Property Owner – Family Event as defined in VI C = \$30.00 charge \*

\* non refundable cleaning/inspection fee (refer to paragraph VI B & C)

**ROOMS RESERVED: check as appropriate (Does NOT include Marina/Marina Patio area.)**

\_\_\_\_\_ Main \_\_\_\_\_ Bar & Lounge \_\_\_\_\_ Washington \_\_\_\_\_ Pool

Occupancy Maximums: Main (128) Bar/Lounge (35)

**\*\*NO ONE UNDER THE AGE OF 21 PERMITTED IN THE BAR/LOUNGE AT ANY TIME.\*\***

**KITCHEN: check as appropriate**

\_\_\_\_\_ No Kitchen \_\_\_\_\_ Snacks \_\_\_\_\_ Catered Meal \*

\*Caterer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Certificate of Liability Insurance must be supplied by the caterer, naming CLMHOA as additional insured, within two weeks of the event. Certificate received on \_\_\_\_\_(date)

Caterers are NOT permitted to supply/serve alcoholic beverages at any time. All alcoholic beverages must be purchased and served by Cypress Landing HOA and their employees.

**BAR: Schedule use of Satellite Bar through the Community Association Office**

\_\_\_\_\_ No Bar \_\_\_\_\_ Cash Bar \_\_\_\_\_ Satellite Bar \_\_\_\_\_ Tab

Number of Bartenders requested: \_\_\_\_\_ One (20% gratuity is added to Tab)

\_\_\_\_\_ Two (25% gratuity is added to Tab)

Community Organization (Category VI A) No Bartender Fee

Bartender Fees \$12.00 per hour Four (4) hour minimum

(If bar sales meet or exceed \$25.00 per hour (4 minimum)/per scheduled bartender, no bartender fee will be charged)

If Tab covers: \_\_\_\_\_ All Drinks \_\_\_\_\_ Beer \_\_\_\_\_ Wine \_\_\_\_\_ Beer & Wine

Special Bar Instructions: \_\_\_\_\_

I have received a copy of the Cypress Landing reservation form, damage deposit/cleaning fee form and Sponsor Checklist. \_\_\_\_\_ I agree to and understand my responsibility, as sponsor of this event. I also understand that as the sponsor, I must adhere to occupancy limits and be in attendance for the entire event including set up and clean up. The intent of the event is for my personal enjoyment and not in any way, commercial, political or religious in nature. If I have misrepresented the true nature of my event, I acknowledge that my event may be canceled. The damage deposit and cleaning fee (if applicable) are due upon submittal of this form.

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

# Cypress Landing Bay Club Damage Deposit / Cleaning Form

Name of Sponsor: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Type of Event:

- \_\_\_\_\_ Cypress Landing Organization Community Only = No Fee
- \_\_\_\_\_ Community w/Non-Property Owner Guests (\$30.00 cleaning fee)
- \_\_\_\_\_ Property Owner – Family Event (\$30.00 cleaning fee)

\_\_\_\_\_ \$150.00 Damage Deposit required. Received: \_\_\_\_\_

\_\_\_\_\_ \$ 30.00 Non Refundable Cleaning/ Inspection Fee Received: \_\_\_\_\_

\_\_\_\_\_ \$100.00 Electric Piano Deposit Received: \_\_\_\_\_

\_\_\_\_\_ Total Due

Additional cleaning fees that may be deducted from damage deposit if necessary:

\_\_\_\_\_ \$65.00 Bay (Main) Room

\_\_\_\_\_ \$30.00 Kitchen

\_\_\_\_\_ \$30.00 Bar/Lounge

\_\_\_\_\_ \$15.00 Washington Room

\_\_\_\_\_ \$15.00 Chocowinity Room

\_\_\_\_\_ \$25.00 Return furniture to original position

\_\_\_\_\_ Total Deduction

Damage Deposit:

Amount refunded: \_\_\_\_\_ Date Processed: \_\_\_\_\_

## CYPRESS LANDING SPONSOR CHECKLIST

Must be completed in full and returned to Community Association Office with key after event.

	REVIEW	SPONSOR	HOA
<b>SAFETY</b>			
<b>Fire Extinguishers:</b> Be Familiar with locations:			
(1) Below Defibrillator in Main Room by Kitchen Door			
(2) Above freezer in kitchen			
(3) In the Iris Room (Bar/Lounge) at the entry/open end of bar			
(4) Hallway/Stairwell by the Social/HVAC Closet			
<b>Defibrillator:</b> above extinguisher in main room by Kitchen door			
<b>SECURING FACILITY</b>			
Sponsor must pick up key from the Community Office no later than 12:30pm on Friday(weekend events) or the day of the event			
Sponsor (only)is responsible for accessing & securing facility			
Caterer is <b>not</b> responsible for securing of facility			
<b>MOVING &amp; STORAGE OF FURNITURE</b>			
All furniture is to be put back where it came from. <b>Do not leave outside.</b>			
For placement of furniture, follow diagram located on kitchen wall above freezer.			
Place all black metal chairs on dollies and put in the Chocowinity Room.			
One dolly of chairs may be stored in the Washington Room.			
Round Tables are stored on the rolling cart in the Chocowinity Room.			
Two long tables and one short table are stored in the Chocowinity room.			
<b>HVAC/FURNACE ROOM</b>			
<b>No items of any kind shall be stored in the HVAC Room!!</b>			
<b>CLEAN UP</b>			
Sponsor required to stay with caterer until all clean up is completed in the kitchen.			
Wash all tables with a damp cloth.			
Mop kitchen floor. Mop and bucket are located in the Sound System Closet.			
Take out garbage. This includes the restrooms. Dumpster is located on the east side of the parking lot. Extra Bags are located under the sink.			
Clear refrigerator of all food that was brought in for the event.			
All kitchen items need to be placed in their original storage area.			
Vacuum all carpeted areas that were used. Vacuum is located in Sound System Closet. <b>DO NOT USE VACUUM ON WOOD FLOOR:</b> There is a O’Cedar Mop for wood floors in the Sound System Closet.			
<b>Sanitizer:</b> Familiarize yourself with Sanitizer. <b>This is NOT a Dishwasher. Dishes must be hand washed prior to sanitizing.</b> Directions hanging by kitchen window. Racks for silverware, glasses and plates are under the sink and on the shelf of the island. <b>Leave Sanitizer empty and clean.</b>			
<b>Warming Unit:</b> Needs to be turned on an hour before using. This unit can be put in the Chocowinity room to cut back in the heat in the kitchen. Make sure it is put back in original place before securing the facility.			
<b>DECORATING</b>			
Do not hang anything from the light fixture in the foyer or above the dance floor.			
Poster putty may be used to attach decorations to walls.			
Do not attach anything to the artwork.			
<b>MISCELLANIOUS</b>	REVIEW	SPONSOR	HOA

<b>Bar/Lounge:</b> bar staff are responsible for cleaning up in the bar and removing their garbage. If the bar is still open when you are ready to leave, the bar staff will secure the facility.			
<b>Speaker/PA System:</b> Instructions for use located inside the PA Closet door.			
<b>Table Linens:</b> Secure approval from Social Committee Chair for use of linens			
Notify Social Chair of cloths distributed for laundry and to whom they have been distributed.			
<b>Kitchens Linens:</b> Towels and wash clothes need to be taken home and laundered, and returned the next day.			
Turn off all indoor lights.			
Secure All Doors			
Turn on outdoor security lights. (switch located in foyer)			
If you do not have a key, lock all doors and go out through the Chocowinity Room.			
Put checklist and key in the mail slot on the HOA Office Door located on the lower level.			

Emergency Contact Numbers:

Monday – Friday 9-5pm      Community Association Office      975-3255

On Site: Evenings and weekends

President:                      Ron Buzzeo                      946-8915  
Vice President:                Louise Hoar                      940-0770  
Buildings & Grounds        John Reiner                      946-8557

Off Site: Evenings and weekends

**Maintenance:**                **Scott Moody**                      **402-5821/946-9609**  
Community Manager:        Tomi Moody                      402-9357/946-9609