

The  
**BARCLAY**

In Buckhead Pines

**REQUEST FOR USE OF THE PARTY ROOM**

The pool may not be used/reserved in conjunction with the Party Room. The Party Room must be reserved by filling out the bottom of this form and submitting it to the Barclay office along with a refundable deposit of \$200 and a \$100 reservation fee. The office staff or concierge can reserve the room for you. If an activity is open to all Barclay homeowners and approved by the Board, the \$200 deposit is waived.

Homeowners are responsible for any damage that occurs during their usage of the Party Room and for cleaning the Party Room and all related common areas, such as bathrooms, immediately upon the completion of their reservation. No food or beverages should be left in the kitchen cabinets or refrigerator, and all non-Barclay utensils and serving pieces are to be removed by the homeowner. The cost of any loss, replacement, damage or repair and/or any fee assessed for necessary after-use cleaning will be paid from the \$200 deposit. Should any damage or clean up exceed \$200, the homeowner will be billed for the difference.

Neither homeowners nor their guests are allowed to move furniture in the Party Room. If your event requires the moving of furniture, the maintenance staff can assist at a fee of \$25.

Homeowners are responsible for the actions of their guests, including maintaining traffic flow through the lobby and other common areas. Guests should not gather in the lobby or any hallway. Guests are also restricted to the party room and should not be in the work out rooms, especially children.

Parties involving children under 12 years of age are limited to **25** children and must have an equal number of adults in attendance. The lawful occupancy of the Party Room is limited to **67** persons for dining and/or drinking. The homeowner must provide a parking attendant to park cars on the southside of the building for any function held in the Party Room for more than **30** guests who do not reside at The Barclay. A list of guests must be provided to the Front Desk prior to the party.

The Party Room cannot be used to cater events for anyone that is not a resident at The Barclay. Homeowners' must stay in the Party Room during their events. **Please initial:** \_\_\_\_\_

The Party Room cannot be used for any political, civic, religious or sales meeting where the public is invited. The Party Room is strictly for the social and private parties of Barclay homeowners.

If you have any questions, please contact the Management Office at 404-262-2643.

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I would like to reserve the Party Room on \_\_\_\_\_.

From \_\_\_\_\_AM/PM until \_\_\_\_\_AM/PM.

**Homeowner:** I understand that I am responsible for all damages and liabilities during the function and any assessed clean-up fees after the function.

**Renter:** Please attach a written statement from the homeowner stating that the owner is responsible for any and all damages during the function and any clean-up fees assessed after the function.

Homeowner and Unit # \_\_\_\_\_ Date \_\_\_\_\_