



Facility Reservation Information



Date of Event (mm/dd/yy): _____

Starting Time: _____

Ending Time: _____

Type of Function (please be specific): _____

How Many Attending: _____

Reserve: CLUBHOUSE DECK PICNIC POINT

In accordance with AFI 34-219, no beverages will be consumed at the Tiki Bar, deck, or clubhouse unless dispensed by MCM. That includes, water, punch tea, soft drinks, wine, liquor, beer and malt beverages.

Entertainment: Yes No If Yes, Who? _____

Catered: Tides/Aramark Yes No

Potluck: Yes No

Need Additional Bartender? Yes No

To Be Approved by MCM Manager

Additional Chairs: Yes No

If Yes, How Many: _____

Clubhouse Seats 80, 30 Additional Chairs are Available

Gift or Food Table Needed: Gift Food Both

US Flag Needed: Yes No

Podium Needed: Yes No

Set-Up Crew Names: _____

Clean-Up Crew Names: _____

Additional Info: _____

Staff Booking Event: _____

Date of Reservation Submission: _____

Facility Reservation Information

Use of the Manatee Cove Marina Clubhouse (MCM), Deck, Tiki Bar or Picnic Point

Reference your request to use the MCM Club facilities for a function. There are some specific rules that users must abide by when utilizing any of the Club facilities. The hosting patron must make advanced reservations and receive approval from the office staff and manager before the date is confirmed.

There will be one (1) POC and one (1) alternate POC. Both POCs are responsible for the facility. One POC must remain on site at all times.

Members cannot submit a complimentary reservation for a non-member. To be complimentary, the function must be for an MCM member and their family or bona fide guests. If there is no member present, the patron hosting the function must pay the facility reservation fee no later than EOB the day of the reservation. The member, or hosting patron, must remain at the club facility for the duration of the function. When the member or patron departs, the function is over and the facility must be cleaned and returned to the state in which it was found. All guests must depart when the member or hosting patron departs.

The Club will remain open to patrons for use of the facilities at all times unless otherwise authorized.

I (POC) understand that only authorized personnel can attend. I understand that I am responsible for the personal conduct of all participants, for good order and discipline, and payment of damage incurred by the facility or loss of MCM property.

Potluck items may be brought into the clubhouse with approval from MCM staff or manager. Any catered food must be provided by Aramark. Exceptions are special cakes (wedding, birthday, retirement, etc). Potluck items must be prepared/ assembled at home. Items purchased from, or prepared by, a food establishment (i.e. grocery stores, restaurants, catering companies, etc) are not allowed. Food items dropped off in advance must be marked with date and name and approved by MCM staff or manager.

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You may decorate the areas; however, decorations must be in good taste and must be removed at the end of your function. Please only use tape to hang decorations to avoid damaging MCM structures and walls.

The following items are available to the user at no additional cost if available: ice machine, podium, banquet tables, chairs, and US Flag. Please make arrangements with the MCM staff or manager in advance.

The 'hosting' member or patron is responsible for cleaning up, removing trash, putting tables and chairs back in place, and removing any leftover food and decorations when the function is over.

Clean up must begin 30 minutes prior to reservation end.

POC Name: _____	Member: Yes No Member #: _____	Phone Number: _____
Alternate POC: _____	Member: Yes No Member #: _____	Phone Number: _____
Signature #1 _____		
Signature #2 _____		

*****To Be Completed By MCM Staff*****

Staff Who Booked Event: _____

Date Booked: _____

Added to Calendar: _____

Approved: _____