

Reservation Checklist

Room and Equipment Set Up (Tables, Chairs, Microphones, Etc.)

Call clubhouse staff to arrange a room set up meeting **one week prior** to your reservation.

- **Community Center: 597-4227**
- **Clubhouse One: 597-4281**
- **Clubhouse Two: 597-4286**
- **Performing Arts Center: 597-4289**
- **Clubhouse Five: 597-4382**
- **Clubhouse Six: 597-4436** (*Note: Clubhouse Six is open for limited hours, call Clubhouse Five if you are unable to reach staff*)
- **Clubhouse Seven: 268-2417**
- **Village Greens: 597-4350**
- **Technicians: 268-2553** (*MUST be scheduled at least two weeks in advance*)
 - Clubhouse Five requires Technicians for events that include: movie, projector, sound, lighting, three or more microphones, and or access to the sound booth.

Food

- Bring in your own food
- Have food dropped off
- Use a caterer from the approved list
- Have an alternate caterer approved; call **597-4227** for more information
- A \$25 or \$50 fee will be charged when major appliances in the kitchen are used for meal preparation
- No outside food or beverage is permitted at the Village Greens Facility (*events must be catered by the 19 Restaurant & Lounge; contact 206-1525*)

Alcohol

- Hire a GRF Bartender; call Ted Ball at **597-4381**, at least three (3) weeks prior to your event
- Bring in your own alcohol without charging for drinks
- Outside reservation of over 100 people with alcohol must have a GRF Bartender
- No outside alcohol is permitted at the Village Greens Facility

Gate Clearance / Community Access for Guests

- **Complete the Community Access form** at least **4 BUSINESS DAYS** prior to your event
- List first name of all non-resident guests (including catering staff, entertainers, speakers, etc.)
- Groups containing six guests or less may be called in directly to Gate Clearance **(949) 597-4301**
- **Main Phone: (949) 597-4443 / Email: community.access@vmsinc.org / Fax: (949) 268-2515**
- **FAILURE TO SUBMIT FORM MAY RESULT IN DENIED ENTRY FOR GUESTS**

Clean-up

- See reverse side for clean-up details
- Rooms are to be left as they are found
- Make sure to complete the clean-up responsibilities form prior to leaving the clubhouse

Vendors

- Bounce houses, tents, party rental equipment, mobile catering/salon trucks, etc. must be cleared by the Insurance Coordinator: call 597-4202 for more information.

RESPONSIBILITIES WHEN USING
LAGUNA WOODS VILLAGE FACILITIES

Updated January 2017

When using a Laguna Woods Village Facilities, you are responsible for providing the following items and cleaning up the facilities at the end of the event.

Items you are required to supply:

- *Sponges, dish towels, scrubbing pads and cleanser*
- *Foil (to replace soiled foil in bottom of oven)*
- *Pots and pans*
- *Serving dishes and utensils*
- *Place mats, tablecloths, napkins*
- *Water, cocktail, wine and champagne glasses*
- *Automatic dishwasher detergent*
(Exception, the Recreation Division supplies the automatic dishwasher detergent for the commercial dishwashers in the main lounge kitchens).

Check list for proper kitchen clean up:

- *Clean all dishes, trays, coffee servers, etc., and stack them in their proper place in the pantry. Glassware and silverware must be towel dried but dishes do not require towel drying.*
- *Wipe off, with a damp cloth, all tables used for eating and serving.*
- *Clean and dry thoroughly, all large coffee urns and the baskets.*
- *Check with the Staff for proper clean up instructions for grills, broilers and fryers (CH5-ML only).*
- *Clean the areas around grills, broilers and fryers (CH5-ML only) even if you do not use the equipment.*
- *Check the inside of the oven door and the stovetop. If you use this equipment you must clean up any food splatters.*
- *Clean the refrigerator if you use it.*
- *Tie up trash bags neatly for disposal.*
- *Wipe off all sinks, counters and cutting boards (on top as well as shelf underneath).*
- *Sweep/vacuum the floor and, when necessary, wet mop the floor.*
- *Clean the barbecue if you use it.*

Before leaving the facility, Clubhouse Staff will check
the kitchen for adherence to the clean up policy.

Your cooperation in keeping the facilities clean is appreciated.

The Recreation Division