



Sidney Colen & Associates, Ltd.

Dear Resident

OTOW Communities, Inc. established a Room Service Fee in 2008 that applies when utilizing facilities at On Top of the World (including Candler Hills & Indigo East). If your event serves catered from outside, a potluck or food brought in personally from other caterers. If an outside caterer is used a W-9 & proof of insurance will be required.

The Room Service Fee will be applied as follows:

1-100	\$50.00	\$50.00 Refundable
101-200	100.00	100.00 Refundable
201-+	200.00	200.00 Refundable

The assessed fee will be fully refunded if rooms/ facilities are left totally clean (tables wiped, chairs placed in proper position and no food spills left on the carpet or floors). In addition, garbage must be bagged and placed in a dumpster. The fee will not apply to events catered by Friendship Catering as they are responsible for setup and cleanup.

Room/rooms booked for events such as weddings, showers, birthday parties or anniversary parties may only be reserved for a resident or a resident's immediate family which may include spouse, mother, father, children, stepchildren, grandchildren, brothers and sisters. Please note, no religious services are allowed within On Top of the World Communities, Inc. facilities.

ANY REQUEST FOR TABLE /CHAIR SETUP MUST BE SUBMITTED TO THE H & R RECREATION OFFICE 2 WEEKS PRIOR TO EVENT DATE. ALSO, AN OUTSIDE GUEST FORM MUST BE SUBMITTED TO THE RECREATION OFFICE (CLUB- GUEST NOTIFICATION FORM FOR GUARD GATES) THIS IS REQUIRED AT LEAST TWO WEEKS PRIOR TO THE EVENT. GUEST WILL BE REFUSED ENTRY WITHOUT NOTIFICATION.

Please note that OTOW Management reserves the right to cancel any room request due to Recreation, Golf or OTOW Management Events.

Listed below are Facility hours during Holidays:

Thanksgiving and Christmas	Buildings Closed All Day
Thanksgiving Eve, Christmas Eve & New Year's Eve	Early Closure 2:00 PM.
New Year's Day, Memorial Day, July 4 th & Labor Day	9.00 AM- 5 PM.

Please make note of these days and times. Mark your room reservation form to reflect the above.

If you are no longer the point of contact, please forward this information to the proper contact person and request they call our office to update our records.

If you have any questions or comments regarding the above, please do not hesitate to contact me at 854- 7530.

Regards

Theresa Fields /Program Supervisor