



Sidney Colen & Associates, Ltd.

Dear Resident,

A Room Service Fee applies when utilizing the facilities at On Top of the World, (including Candler Hills and Indigo East), if you are planning to utilize an outside catering service, potluck or food brought in personally from other caterers. If an outside caterer is used a W-9 form and 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. Furniture moved must be placed back to the original setting.

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.

Two weeks prior to the event date, the outside guests list and any table setup requests must be submitted to the Recreation Center. Guests will be refused at the gate if prior notification is not received.

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, Christmas & New Year’s Day	Buildings Closed All Day
Thanksgiving Eve & Christmas Eve	Early Closure 2:00 PM.
New Year’s Eve	Early Closure 12:00 PM.
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 387-7530.

Regards

Theresa Fields /Program Manager