



Sidney Colen & Associates, Ltd.

Dear Resident,

A Room Service Fee applies when groups of 100 or more are utilizing the facilities at On Top of the World, (including Candler Hills, Weybourne Landing, and Indigo East), or 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.

Effective March 1 2025, the Room Service Fee will be applied as follows:

100 - 199	\$100.00	\$100.00 Refundable
200 +	\$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(s) 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, any table setup requests must be submitted to the Recreation Center.

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	Thanksgiving Early Closure 4:00 PM.
New Year's Eve	Early Closure 4:00 PM.

Please make note of these days and times when requesting your room reservation.

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.

Regards,

Shannon Prince - Recreation Program Manager

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