



Reservation Checklist

Room and Equipment Setup (tables, chairs, microphones, etc.)

Call clubhouse Staff to arrange a room setup meeting one week prior to your reservation.

- Community Center: 949-597-4273
- Clubhouse 1: 949-597-4281
- Clubhouse 2: 949-597-4286
- Performing Arts Center: 949-597-4289
- Clubhouse 5: 949-597-4382 (*Note: Ballroom requires technicians for events that include a movie, a projector, sound, lighting, three or more microphones/access to the sound booth.*)
- Clubhouse 6: 949-597-4436 (*Note: Open limited hours; call Clubhouse 5 if unable to reach staff.*)
- Clubhouse 7: 949-268-2417
- Village Greens: 949-597-4422
- Technicians: 949-268-2553 (*Note: Must be scheduled at least two weeks in advance.*)

Food

- Supply/Bring your own food
- Drop food off
- Use an approved caterer
- Secure approval of an alternate caterer; call 949-597-4227 for more information
- Prepare to pay a \$25 or \$50 fee if major kitchen appliances or barbecue are used for meal preparation
- No outside food or beverages are permitted at the Village Greens facility (*Note: Events must be catered by the 19 Restaurant & Lounge; call 949-206-1525.*)

Alcohol

- Hire a GRF bartender; call bar supervisor at 949-597-4381 at least three weeks before your event
- Bring your own alcohol; do not charge for drinks
- Secure GRF bartender for alcohol for reservations of more than 100 people
- No outside alcohol is permitted at the Village Greens facility

Gate Clearance/Guest Community Access

- Complete the Community Access form at least four business days prior to your event
- List first and last name of nonresident guests (including catering staff, entertainers, speakers, etc.)
- Call in groups containing six guests or fewer directly to Gate Clearance at 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 and/or a fine

Cleanup

- Review all cleanup details on the reverse of checklist
- Leave rooms as they were found
- Complete Facility Check Out form prior to leaving the clubhouse

Vendors

- Clear bounce houses, tents, party rental equipment, mobile catering/salon trucks, etc. with the insurance coordinator; call 949-597-4202 for more information

Responsibilities When Using Laguna Woods Village Facilities

Updated May 2019

Laguna Woods Village facilities patrons are responsible for providing the following items and cleaning up the facilities at the end of the event.

Items to be supplied by facility user:

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

Proper kitchen cleanup checklist:

- 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.*)
- Place all food waste in proper receptacle when using commercial kitchen
- Wipe off all tables used for eating and serving with a damp cloth
- Clean and thoroughly dry all large coffee urns and the baskets
- Clean the barbecue if used
- Check with Staff for cleanup instructions for grills, broilers and fryers (Clubhouse 5 Main Lounge 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; clean 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

Before leaving the facility, clubhouse Staff will check the kitchen to ensure adherence to the cleanup policy.

Your cooperation in keeping the facilities clean is appreciated.

Department of Recreation and Special Events