

Checklist for Reserving the Plaza

- Current year dues must be paid (due by June 1) before any reservation can be made.
 - Verify with current treasurer (Edie Staiger 253-839-3439)
- Club member must be present during any group gathering.
- Groups over 30 need board approval prior to making a reservation.
- Group events must end by 10 PM.
- Plaza area must be cleaned and all trash removed from plaza after the event.
- If Club tablecloths are used, they must be wiped clean and dried. If necessary, take the tablecloths home and wash them.
- If firepit is used, burn only clean wood—not beach wood or old building lumber that may be treated with chemicals.
 - Fires must be extinguished before leaving the Plaza
 - Do not throw or burn toxic items in firepit such as Styrofoam, plastics, or garbage.
- Loud or amplified music is not permitted at non Club events unless permission is granted prior to the event.
- Limited parking is available at the plaza. Do not block driveways or beach access.
- You are responsible for your guests' behavior. Please inform your guests to respect private property such as the row boats, private yards, and marine life found on the beach.
- Woodmont Club members are allowed to use the beach and surrounding areas at any time regardless of whether an event is scheduled. Two tables shall be allocated for club member use during reserved events if requested.
- Fireworks of any kind are prohibited on Woodmont Club Property and in the City of Des Moines.
- Dogs must be leashed and dog “poop” disposed of properly.
- The keys may be picked up no sooner than 24 hours in advance of the date of a reservation and **MUST** be returned the following morning.

I would like to reserve the Plaza on:

Date: _____ **Time:** _____

I have read and understand the above checklist.

_____ **Date:**
(Member's signature)

Please print a copy for your information and submit your reservation request in an email or contact: Toni Lund - btaklund@comcast.net (253 839 4686)