



Large Party Request Form

Reservations may be made for large party use of the Pavilion. Requests must be submitted at least seven (7) days prior to function. The maximum number of guests allowed for the party is 24 guests. Only one (1) time slot will be permitted for each party. A security deposit check of \$150 is required with submittal. Please send this form and security deposit check to the address listed below. Incomplete submissions will not be considered. Submittal of this form and security deposit check does not constitute approval. Approval or denial will be given by the Board of Directors in writing prior to the party date.

A property owner must be current with Homeowners Association dues and not have outstanding fines for the party request to be considered. The owner must be present at all times during the party. The owner will be held responsible for any and all damages, behavior, etc. caused by the property owner or their guests.

A reservation for a large party does not exclude other Sanctuary Cove owners and their guests from using the facilities at the same time.

All owners are required to clean up and dispose of all trash or garbage created by the event and must leave the area in good condition prior to the end of your time slot.

For Example: If your time slot is 9:00am – 12:00pm then you must clean up and leave the area in good condition prior to 12:00pm.

A security deposit check of \$150 is required with this application. Deposit check, made payable to Sanctuary Cove, will only be cashed if there is any clean-up or damage expenses incurred as result of the party. Any expense and/or damages Sanctuary Cove incurs above the \$150 security deposit will be billed back to the homeowner. If no damage and/or expense is incurred, the security deposit check will be destroyed.

All guests must follow pool rules.

The last party of the day must have ended and be cleaned up no later than 8:00pm.

Name: _____

Address: _____

Email: _____

Telephone #: _____

Date Needed: _____

Nature of reservation: _____

Number of adults and number of children _____

Time Slot Requested

7:00 AM – 11:00 AM

11:30 PM – 3:30 PM

4:00 PM – 8:00 PM

Sanctuary Cove
C/o IMC Charleston
1 Carriage Lane Ste. C100, Charleston, SC 29407
843-297-8590 (P) * 843-952-7192 (F) * www.IMCCharleston.com