



EVENT RESERVATION REQUEST FORM

OFFICE USE ONLY

Time Received: _____ AM/PM

Received by: _____

Receipt Number: _____

Please submit completed forms to Staff Office. All **REQUIRED** fields must be completed.

Point of Contact Information

Name of Club / Organization / Group: _____

Name: _____

Phone Number: _____

Email: _____

Secondary Point of Contact Information

Name: _____

Phone Number: _____

Email: _____

Event Information

Event Name: _____

Please give a detailed description of your event:

Event Date(s): _____

Frequency of my Event: One Time Weekly Bi-weekly Monthly

How much time do you need to set up? 30min 1 hour 2+hours

Event Start Time: _____

Event End Time: _____

How much time do you need to clean up? 30min 1 hour 2+hours

Estimated Attendance: _____

Attendees: Open event

Invite Only

Will there be refreshments at your event?

YES

NO

Venue Information

Please select the space in which you would like to use for your event. If you wish to request multiple spaces for your event, please specify below.

CLUBHOUSE ROOMS

- Party Room
- Music Room A
- Music Room B
- General Purpose Room A – GPA
- General Purpose Room E – GPE
- General Purpose Room F – GPF
- General Purpose Room G – GPG
- General Purpose Room M – GPM
- General Purpose Room N – GPN

OUTDOOR SPACES

- Grills: Quantity if applicable
- Picnic Tables:
- Gazebo
- Shuffleboard:

LECLUB

- LeClub Theater
- Activity Room A
- Activity Room B
- Activity Room C

Other space not listed above:

Setup

What setup would you like for the event?

Please see the back of this form for a detailed list and explanation of the setup styles.

- Banquet
- Classroom
- Lecture
- Exhibit
- Conference Closed Square
- Conference Open Square
- Conference U-Shape
- Other (please describe below)

Equipment Needs

Please indicate the equipment needed, and the quantity of each below:

TABLES and CHAIRS

Quantity

- | | | |
|--------------------------|----------------------|----------------------|
| <input type="checkbox"/> | 8 foot long tables | <input type="text"/> |
| <input type="checkbox"/> | 3 foot square tables | <input type="text"/> |
| <input type="checkbox"/> | 60 inch round tables | <input type="text"/> |
| <input type="checkbox"/> | Chairs | <input type="text"/> |

MISCELLANEOUS

Quantity

- | | | |
|--------------------------|---------------------|----------------------|
| <input type="checkbox"/> | 100 Cup coffee urns | <input type="text"/> |
| <input type="checkbox"/> | 50 Cup coffee urns | <input type="text"/> |
| <input type="checkbox"/> | Easels | <input type="text"/> |
| <input type="checkbox"/> | Trashcans | <input type="text"/> |

AUDIO / VIDEO

- | | | |
|--------------------------|-------------------|----------------------|
| <input type="checkbox"/> | Microphones | <input type="text"/> |
| <input type="checkbox"/> | TV or Projector | <input type="text"/> |
| <input type="checkbox"/> | Bluetooth Speaker | <input type="text"/> |

Other equipment (describe below):

Additional Information

Will any NON-RESIDENTS be in attendance?

YES

NO

Please check all that may apply to your event:

- | | | | |
|--------------------------|-----------------------------|--------------------------|---|
| <input type="checkbox"/> | This is a fundraiser | <input type="checkbox"/> | 200+ people in attendance |
| <input type="checkbox"/> | Tickets will be sold | <input type="checkbox"/> | Using our own equipment |
| <input type="checkbox"/> | Merchandise will be sold | <input type="checkbox"/> | Need technician for our event
<small>*Fees may apply</small> |
| <input type="checkbox"/> | Alcohol will be served | <input type="checkbox"/> | There will be caterer/vendor |
| <input type="checkbox"/> | Performance will take place | <input type="checkbox"/> | Attendees under 18 years old |

By signing below, I understand that the space(s) listed may not be available at the time of the submission of this request, in which I will be contacted and notified. Requests are processed in the order that they are received and are on a first come, first serve basis. Recreation staff has the right to deny this request for any reason.

SIGNATURE: _____

DATE: _____