

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

PP37

NAME OF FUNCTION: _____

DATE(S): _____
Include Day(s), Month(s) and Year(s)

PLACE of Function:	Large Hall (front)	Large Hall (back)	Mark's Hall
(check <u>ALL</u> that apply)	Beach Pavilion	Craft Room II (beside stage)	Pelican Room (Wii)
	Heron (card)	Activity Center Craft Room	Eagle Room (Billiards)
	Bocce Courts	TEN Property	

Complete Time Place is needed: From: _____ To: _____ Event starts at: _____
(include setup, clean up, etc.)

Will **KITCHEN/GRILL** be used? NO YES-Large Kitchen YES – Small Kitchen GRILL

If you are inviting the general public, do you want fobs disabled? NO YES – From: _____ To: _____

DO NOT PROP DOORS OPEN

TECHNOLOGY/EQUIPMENT NEEDS (costs may be incurred if maintenance must come in to support technology for your event):

ROOM SETUP: Dinner Dance Meeting Other Approximate Number of People: _____

SETUP MAP ATTACHED: NO YES

BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS; (INCLUDING PP37A)

Name of Resident Making Reservation

Phone Number

Confirmation Preference: Paper Copy Phone Call Email at: _____

APPROVED BY: _____ Date: _____