

**TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATIONS FOR FUNCTIONS**

PP 42

NAME OF FUNCTION: _____

DATE OF FUNCTION: _____

PLACE OF FUNCTION: _____

COMPLETE TIME OF FUNCTION: _____

TIME OF FUNCTION: _____

SET-UP TIME: _____ TIME PEOPLE WILL EAT: _____

FINISHING TIME: _____

NUMBER OF PEOPLE ATTENDING FUNCTION: _____

WILL LIQUOR BE SERVED: YES ___ NO ___

WILL SOUND SYSTEM BE NEEDED: YES ___ NO ___

EQUIPMENT NEEDS PLEASE CHECK:

CARD TABLES _____ BANQUET TABLES _____

LIST ANYTHING ELSE: _____

NAME OF PERSON MAKING RESERVATION: _____

PHONE NUMBER _____

OUTSIDE CLUBS AND ORGANIZATIONS MUST PAY A RENTAL CHARGE OF \$100.00 FOR LARGE HALL AND \$75.00 FOR SMALL HALL. **NON-REFUNDABLE.**

When reserving for Saturday or Sunday function, people must set-up and break-down their own tables and chairs. If cards are being played on weekend, function people must set-up card tables and chairs for players. Check with Mark Yawberg for correct amount of tables.

ONE WEEK ADVANCE NOTICE IS REQUIRED FOR ALL FUNCTION RESERVATION REQUESTS. PLEASE INFORM MAINTENANCE OF SET-UP NEEDS TWO (2) BUSINESS DAYS BEFORE FUNCTION.

APPROVED BY: _____

DATE: _____

PLEASE BRING THIS FORM TO THE OFFICE TWENTY-FOUR (24) HOURS BEFORE FUNCTION TO RECEIVE KEYS FOR THE HALLS AND KITCHEN. Office is open Monday – Friday.

A DEPOSIT OF \$50.00 MUST BE LEFT AND WILL BE RETURNED IF THE HALL & KITCHEN IS LEFT IN THE SAME CONDITION IT WAS WHEN IT WAS RESERVED.