

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

PP 42

NAME OF FUNCTION: _____

DATE OF FUNCTION: _____

PLACE OF FUNCTION: _____

COMPLETE TIME OF FUNCTION: _____

NUMBER OF PEOPLE ATTENDING FUNCTION: _____

WILL LIQUOR BE SERVED: YES _____ NO _____

WILL SOUND SYSTEM BE NEEDED: YES _____ NO _____

KITCHEN—WILL KITCHEN BE USED: YES _____ NO _____

Are you inviting the general public, not just TE residents and guests? _____ *Yes _____ No

Are you obtaining a temporary event license? _____ *Yes _____ No

*Letter of Application attached _____ * License attached _____
(Trustee/designee signature & date upon receipt) (Trustee/designee signature & date upon receipt)

OUTSIDE CATERER? _____

(Outside caterer may not prepare food in Trailer Estates' kitchen)

COMMERCIAL VENDOR? _____

EQUIPMENT NEEDS PLEASE CHECK:

CARD TABLES _____ BANQUET TABLES _____

ANYTHING ELSE?: _____

NAME OF PERSON MAKING RESERVATION:

_____ PHONE NUMBER _____

Rules and Regulations, p.4--For all requests which may include persons or groups who are not residents or property owners, a deposit of \$100 for meeting rooms/small hall and \$200 for large hall must be submitted at the time of the reservation request and will be returned if the room reserved is left in the same condition it was when reserved. Any damages in excess of the deposit will be charged to the person, club, or organization making the reservation.

When reserving for a weekend or holiday, residents must set-up and break-down their own tables and chairs or pay to have this done. Check with Maintenance for correct number 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 the function.

APPROVED BY: _____

DATE: _____

Residents: Please bring this form to the office 24 hours before the function to receive keys for the halls and kitchen. The office is open Monday-Friday.

Revised 02/02/09; 11/01/10, 4/05/10(4/12/10), 11/1/10, 3/21/11

FUNCTION RESERVE.DOC

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**During the time period of May 15 – October 15, discretion is given to the Secretary Trustee and/or designee to approve requests that are submitted with less than a 7-day advance notice.