

**TRAILER ESTATES PARK AND RECREATION DISTRICT  
RESERVATION FOR FUNCTION**

**PP37**

**NAME OF FUNCTION:** \_\_\_\_\_

**DATE(s):** \_\_\_\_\_

Include Day(s), Month(s) and Year

**PLACE of Function:**  Large Hall (front)  Large Hall (back)  Small Hall  Craft Room II (beside stage)  Beach Pavilion  
 Activity Center Craft Room  Heron Room (Card)  Pelican Room (Wii)  Eagle Room (Billiard)  Bocce Court  TE Property

**Complete Time Place is Needed** (include setup, etc.): From: \_\_\_\_\_ To: \_\_\_\_\_  
Event Starts at: \_\_\_\_\_ Doors Open at (Optional): \_\_\_\_\_ # People: \_\_\_\_\_

**KITCHEN**  No  Yes - Large Kitchen  
**Will Kitchen Be Used?**  No, skip Kitchen section  Yes - Small Kitchen

Are you inviting the general public  No  Yes If yes, do you want the fobs disabled?  No  Yes  
If yes to disable fobs, from \_\_\_\_\_ to \_\_\_\_\_ **DO NOT PROP DOORS OPEN** (per PP37A)  
Will An Outside Caterer/Vendor Be Used?  No  Yes Are you obtaining a temporary event license?  No  Yes  
(May NOT prepare food in Trailer Estates' kitchen)  
 Application Letter Attached  License Attached

\_\_\_\_\_  
Trustee/Designee Signature/Date received

**EQUIPMENT NEEDS:** # \_\_\_\_\_ Card Tables # \_\_\_\_\_ Banquet Tables # \_\_\_\_\_ Round Tables  
Will you need the Grill?  No  Yes

**Attachment With Additional Dates/Comments/Needs** (can be written on the back)?  Yes

**NOTES:**  
\_\_\_\_\_

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

\_\_\_\_\_  
Name of Resident Making Reservation Phone #

**Confirmation Preference:**  Paper Copy  Phone Call  
 E-mail: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_