

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

PP37

NAME OF FUNCTION: _____

START DATE: _____ END DATE: _____ DAY(S): _____
Month/Day/Year Month/Day/Year Day(s) of Week or Month

PLACE of Function: Large Hall (front) Large Hall (back) Mark's Hall
(check ALL 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) - Please check the trailerestates.com website calendar upon approval to ensure no errors were made (location, time, grill, kitchen, fobs, etc.) and then again the week prior to ensure no changes had to be made.

Name of Resident Making Reservation

Phone Number

Confirmation Preference: Paper Copy Phone Call Email at: _____

APPROVED BY: _____ Date: _____