

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

PP37

NAME OF FUNCTION: _____

DATE(s): _____

PLACE of Function: (check all that apply)	Large Hall (front)	Large Hall (back)	Small Hall	Craft Room II (beside stage)	Beach Pavilion
Activity Center	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

Will An Outside Caterer/Vendor Be Used? No Yes
(May NOT prepare food in Trailer Estates' kitchen)

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

Are you obtaining a temporary event license? No Yes

Application Letter Attached License Attached

Trustee/Designee Signature/Date received

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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:

****REQUIRED-I HAVE READ THE RULES FOR RESERVING FUNCTIONS AND AGREE TO THEIR TERMS****
 (PP37A) – This form cannot be processed without this acknowledgment.

Name of Resident Making Reservation

Phone #

Confirmation Preference: Paper Copy Phone Call

E-mail: _____

APPROVED BY: _____

DATE: _____