



Event requires sound

ROOM REQUEST FORM-OCTOBER 2018 TO APRIL 2019

Please submit to the Activity Office by the end of January for the following Season
During Season, please complete this form at least 10 days prior to your event.

EACH EVENT IS RESPONSIBLE FOR THEIR OWN SET-UP AND TEAR DOWN

NAME OF CLUB/GROUP/IND. \_\_\_\_\_

ROOM/ROOMS REQUESTED \_\_\_\_\_

2ND CHOICE \_\_\_\_\_

EVENT DATE \_\_\_\_\_

SET UP TIME \_\_\_\_\_ AM/PM EVENT TIME \_\_\_\_\_ AM/PM CLEAN UP \_\_\_\_\_ AM/PM

KITCHEN NEEDED \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_ AM/PM

EVENT COORDINATOR (NAME & PHONE) \_\_\_\_\_

EVENT DETAILS \_\_\_\_\_

All Performers/Vendors/Contractors must complete a W-9 Form and have a signed Carriage Manor contract.

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\*\*\* ACTIVITY OFFICE USE ONLY \*\*\*

TODAYS DATE \_\_\_\_\_ APPROVED: DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

EXCEPTIONS \_\_\_\_\_

NOT APPROVED: DATE \_\_\_\_\_ INITIALS \_\_\_\_\_

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PER THE CARRIAGE MANOR ROOMS AND FACILITIES POLICIES AND PROCEDURES MANUAL:

The Event Coordinator must have approval from the Activity Director for the scheduling and booking of entertainment.

ALL EVENTS THAT INVOLVE FOOD IN ANY ROOM MUST BE CHECKED BY SECURITY WHEN YOU ARE FINISHED

- CLEAN AND REPLACE ALL ITEMS IN PROPER LOCATION (I.E., DISHES, COFFEE POTS, TABLES, CHAIRS, ETC.)
CLEAN ALL COUNTERS, SWEEP FLOOR, MOP IF NECESSARY
CLEAN STOVE, GRILL, ETC.
TAKE OUT YOUR TRASH AND DISPOSE OF IT PROPERLY
DO NOT USE ITEMS WITHOUT PRIOR APPROVAL
DO NOT USE FOOD WITHOUT PRIOR APPROVAL
ACCESS TO THE KITCHEN AND SOCIAL HALL PRIOR TO 2PM MONDAY-FRIDAY IS PROHIBITED
FAILURE TO COMPLY MAY RESTRICT FURTHER USE OF FACILITIES

IF CLEANING IS NOT PERFORMED PROPERLY A FEE OF \$75.00 WILL BE CHARGED FOR EACH ROOM

THE FACILITIES USED WILL BE INSPECTED AND SIGNED OFF BY SECURITY AND THE EVENT COORDINATOR. IT IS YOUR RESPONSIBILITY TO HAVE SECURITY SIGN OFF. IF THE FACILITY IS FOUND UNKEPT AND YOU DO NOT HAVE SECURITY'S APPROVAL, YOU WILL BE BILLED FOR CLEAN UP.

WORK ORDERS MUST BE SUBMITTED 48 HOURS IN ADVANCE BY EVENT COORDINATOR FOR ANY DIRECTIVES TO STAFF.

I.E., BALLROOM/SOCIAL HALL OR FLEETWOOD/HERITAGE DIVIDER OPENING OR CLOSING, TEMPERATURE, ETC.

BY SIGNING BELOW I ACKNOWLEDGE RECEIPT OF THIS FORM AND WILL COMPLY WITH ALL PROCEDURES REQUIRED.

CLUB/GROUP/INDIVIDUAL-SIGN

(PRINT NAME)

DATE

**SECURITY CHECK AT END OF EVENT**

I HAVE \_\_\_\_\_ HAVE NOT \_\_\_\_\_ FOUND THE FACILITIES CLEANED AND RETURNED TO THEIR ORIGINAL CONDITION.

ANY ISSUES \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Security \_\_\_\_\_ Date \_\_\_\_\_  
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**CANCELATION OF EVENT**

\_\_\_\_\_  
Signature (Print name) Date