Private

Room Request Form

Fill out the form below completely.

Today's Date: _____

Name of Event _____

Contact person _____

SVE Address _____

Phone Number _____

Email _____

1st Room Choice _____

2nd Room Choice _____

How many people expected? _____

Rooms Available with prices:

Auditorium($300) **Auditorium w/ kitchen**($500)

Auditorium Resident Wedding Reception- 10pm closing($500)

Sedona($175) **Mesa Verde**($150)

Rosewood($100) **Saguaro**($50)

Event Details

Event Date: _____ **Alternate Date:** _____

Set up time: **From:** _____ **To:** _____

Actual Event time: **From:** _____ **To:** _____

Clean up time: **From:** _____ **To:** _____

FOB # _____

Media Requested: **Yes** **No**

Maintenance setup requested: **Yes** **No**

Separate form for setup and media

Must be turned in with the room request form- No exceptions!

DAMAGE/CLEANUP DEPOSIT REQUIRED: **Auditorium-$500; Sedona-$175; Mesa Verde-$150; Rosewood-$125; Saguaro-$100** Full amount of damage/cleanup is due at the time of booking. Check is made payable to SUNLAND VILLAGE EAST along with set-up information. If this is not complied with, SVE has the option to reserve the room to the next event on the waiting list. Damage/cleanup deposit will be refunded after the room is inspected for any damage or cleanup. * Upon inspection, refund will be made in entirety, *unless damage or cleanup is required, which in turn will be deducted from the deposit. In event that damage exceeds the deposit , the Requester will either compensate the balance out of his/her Liability Insurance or will be personally liable.

REQUESTER'S RESPONSIBILITIES:

1. All trash must be disposed of and taken to the dumpster.
2. All damage must be reported immediately after each event. Any damage incurred by any club/organization, resident/guest, that party is responsible for full reimbursement to the Association.
3. Any equipment that is requested for the event must be reserved in advance on the set-up sheet.
4. SVE will not be responsible for any products placed in the room prior to the event.
5. The requester is responsible for checking out the auditorium key and getting fobs authorized prior to the event DURING BUSINESS HOURS ONLY. The auditorium key will also be returned to the office **immediately following the event**, DURING NORMAL BUSINESS HOURS.

ANYONE WHO ABUSES THE PRIVILEGE OF ROOM USAGE WILL BE DENIED ALL FUTURE RESERVATIONS OF ANY ROOM FOR ONE YEAR, INCLUDING OUTSIDE GROUNDS AND FACILITIES. Thank you for your cooperation.

_____ Signature of Contact Person/Date

_____ Signature of Activities Director/Date

Office Use Only			
Date Stamp:		**Time Turned in:**	
Room Setup form turned in	**Yes** **No**	**Deposit check #:**	
Request to Shred:	**Yes** **No**	**Date Deposit Returned:**	