



## RESIDENT FUNCTION RESERVATION FORM

(We request that only one person from your committee/group schedule space to avoid confusion.)

### Location Requested:

- Ballroom
- ½ Ballroom
- Card Room A
- Card Room B
- Card Room C
- Activities Room A
- Activities Room B
- Gazebo
- Verandah
- Lobby
- Private Dining Room

- \* Proposed Date of Event: \_\_\_\_\_
- \* Day of Week: \_\_\_\_\_
- \* Time: From: \_\_\_\_\_ To: \_\_\_\_\_
- \* Number of People in Attendance: \_\_\_\_\_
- \* Name of Responsible Member: \_\_\_\_\_
- \* Phone Number: \_\_\_\_\_
- \* Type of Function: \_\_\_\_\_
- \* Set-up and Clean-Up Arrangements:
  - I will be responsible for my own set-up and clean-up.
  - I will pay HGRD \$50.00 to set-up and clean-up.

**WILL THERE BE ANY FEES CHARGED FOR THIS ACTIVITY, CLASS OR GATHERING? \_\_\_ Yes \_\_\_ No Amount \$ \_\_\_\_\_**

**TERMS OF USE:** The Responsible Member is responsible for charges, indebtedness and damages.

**No alcoholic beverages of any type may be brought onto HGRD property unless the beverages are purchased from the HGRD.** Alcoholic beverages are not to be consumed in the card rooms, activities rooms, and the lobby.

**Food and other non-alcoholic beverages must be purchased from the HGRD, as per policy, except when said function occurs outside the regular business hours of the District's Food & Beverage Operations.** Plans for food and beverage must be ordered through the office of the Food and Beverage Director.

The Responsible Member, by signing below, confirms that he/she does not receive any financial gain by participating in the above referenced activity and that non-residents do not participate in this activity. (NOTE: Social memberships are available for purchase by non-residents).

The Responsible Member will be required to honor all times, requirements and places as assigned. Failure to do so could result in the non-usage of the facilities by that group in the future.

Resident Signature:

\_\_\_\_\_

Date: \_\_\_\_\_

### FOR OFFICE USE ONLY:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Executive Assistant to the GM/Activities

Entered in Event Pro by \_\_\_\_\_ (initials).

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**Resident Function Reservation Forms-October 1, 2020 through September 30, 2021**

For committees, the chairperson is to complete the form and, for groups, the person designated as the responsible member is to complete the form. Once all the entries are made in our scheduling program, a schedule of approved dates, times and places will be presented to each committee/group. This will be the same type schedule which was given to all committees/groups last year. It is your responsibility to review that schedule. **(If we know at the time of booking that a certain area of the Clubhouse that you have requested will not be available on a particular day, that date will not appear on your schedule).**

1. Only one person from your committee/group should be scheduling space to avoid confusion.
2. Occasionally Dan Parker's staff sets up the meeting rooms early in the day for an afternoon/evening meeting, therefore, if there is a need to move tables and chairs in a meeting room for your meeting, be sure to replace the tables and chairs to the same position they were before being moved.
3. Any materials used by your committee/group are to be removed at the end of the scheduled time. If water spills etc., tables are to be wiped down.
4. We ask you to be considerate of others coming in after your group and honor the times you have scheduled for your class. It is not up to you to ask another group to move to another room because your class is running late - that just causes a snowball effect for all other groups for the rest of the day.
5. If your group representative changes during the year, please notify us.
6. If you decide not to use the meeting room on any particular day it is assigned to your group, notify the office so that this space may be made available to others.
7. If HGRD has an opportunity for an income producing event, as covered in the HGRD Rules and Regulations, the Priority List will be followed concerning the use of the facilities. If your meeting requires a change, the responsible member will be notified as soon as any change is made.

Please complete and return all Room Reservation Forms to Wendy Shea at the Administration Office. Thanks.

**March 1, 2020**