

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)**

\_\_\_\_\_  
Name of Resident Making Reservation

\_\_\_\_\_  
Phone Number

**Confirmation Preference:**  Paper Copy  Phone Call  Email at: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ Date: \_\_\_\_\_