

TRAILER ESTATES PARK AND RECREATION DISTRICT
RESERVATION FOR FUNCTION

Email completed form to events@trailerestates.com or deliver to the office.

NAME OF FUNCTION: _____

START DATE: _____ END DATE: _____ OR SPECIFIC DATE: _____
Month/Day/Year Month/Day/Year Month/Day/Year

FREQUENCY OF EVENT: _____ Ex. Every Friday, 2nd Friday of Each Month

Location of Function: Large Hall (front) Large Hall (back) Mark's Hall*
(Check ALL That Apply) Beach Pavilion Stage Craft Room Pelican Room (Wii)
 Heron (card) Activity Center Craft Room Eagle Room (Billiards)
 Bocce Courts Woodshop TEN Property

***When reserving Mark's Hall, only restrooms in the Breezeway can be used during your function.**

Total Hours Needed: From: _____ To: _____ Event starts at: _____

NOTE: Make sure to include time for setup, clean up, etc.

Will KITCHEN/GRILL be used? NO YES-Large Kitchen YES – Small Kitchen GRILL at Beach
Review Kitchen Rules and District Property Policy – PP37

If you are inviting the general public, do you want fobs disabled? NO YES – From: _____ To: _____ **DUSK**

NOTES: FOBS WILL NOT BE DISABLED AFTER DUSK OR AT THE ACTIVITY CENTER. DO NOT PROP DOORS OPEN.

TECHNOLOGY/EQUIPMENT NEEDS (costs may be incurred if maintenance must come in to support technology for your event):

CHECK ALL THAT APPLY: TV MICROPHONE DEVICE CONNECTION & DETAILS: _____

Please contact Bill Cottom, Maintenance Manager, one week prior to the event at 941-524-1673, to discuss details of setup.

ROOM SETUP: Dinner Dance Meeting Other Approximate Number of People: _____

SETUP MAP ATTACHED: NO YES **BEACH EXTRAS ONLY:** Tables Chairs Trash cans

BY SUBMITTING THIS FORM, I ACKNOWLEDGE I HAVE READ THE RULES FOR RESERVING A LOCATION FOR A FUNCTION AND AGREE TO TERMS; (INCLUDING PP31) - Please check the Trailer

Estates website calendar upon approval to ensure no errors were made (location, time, grill, kitchen, fobs, etc.) and then again, the week prior to ensure no changes had to be made.

Name of Resident Making Reservation Phone Number

Name of Event Contact – if different from above Phone Number

Confirmation Preference: Paper Copy Email at: _____

APPROVED BY: _____ Date: _____