



Office Date Stamp:

Received: \_\_\_\_\_

Approved: \_\_\_\_\_

### **ACTIVITIES BUILDING USE FORM**

Activity: \_\_\_\_\_

Location (Circle): Auditorium

Yacht Club Main – Dockside Room

Yacht Club – Seabreeze Room

Shuffleboard Courts

Pool

Other Common Area \_\_\_\_\_

Date: Begin Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_ Set Up Time: \_\_\_\_\_

Is the event recurring? Yes No

Weekly: Sun / Mon / Tues / Weds / Thurs / Fri / Sat

Will event include outside vendors (caterer/food truck, bartender, etc.?) \_\_\_\_\_

*If yes, we require their certificate of insurance.*

For Tickets Contact: \_\_\_\_\_ Cost \$ \_\_\_\_\_

Activity Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Addl Info: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. The following clean-up tasks must be completed at the conclusion of all activities:

- Remove all decorations, displays, materials and trash
- Return all furniture and other items to their original position
- Clean the rented facilities (including the kitchen if applicable) and restore them to their pre-rented condition, to the satisfaction of management.

2. All facilities are under closed circuit surveillance.

3. Tropic Isles Co-Op is not responsible for supervision of the facilities during use.