



Sun Lakes Clubhouse Private Party Request Form

Resident Name: _____

Phone: _____ Email: _____

Address: _____

Event Type*: _____

Contact Name (if other than resident): _____ Phone: _____

Event Date: _____ Time: _____ am/pm - _____ am/pm

Set Up Time: _____ am/pm

Estimated Attendance: _____ Number of Minors: _____

**Community Patrol Support is required for 8 or more minors. An additional charge of \$25 per hour with a 4 hour minimum must be paid prior to the event.*

LOCATION BEING REQUESTED

MAIN CLUBHOUSE

Ballroom Multi-Purpose Room
 Ballroom (Lobby Side) Bus Room
 Ballroom (Stage Side) Veranda

NORTH CLUBHOUSE

Multi-Purpose Room
 Upstairs Conference Room

SOUTH CLUBHOUSE

Multi-Purpose Room
 Veranda

EQUIPMENT NEEDED

of Tables Requested:

Round _____
Long _____
Card _____
Chairs _____

PA Equipment:

Microphone: _____ Podium: _____
Wireless: _____ Sound System: _____
Stand-Up: _____ Tape Deck: _____
Other: _____

TV: _____
VCR/DVD Player: _____
CD Player: _____
Easel: _____

SECURITY DEPOSIT

A \$250.00 security fee is due one (1) month prior to the event, payable to Sun Lakes Country Club (SLCC). You may pick-up your deposit 2-3 days after your event provided the Clubhouse passes for cleanliness and no damage. Your check will be shredded ten (10) days after your event if not picked up.

The following types of events are strictly prohibited from being conducted as private parties without approval of the Board of Directors:

- Events which imply or support business activities (solicitations, business meeting, sales presentations, or seminars, etc.)
- Events which are not directly in celebration of a resident, for someone other than a resident (for example but not limited to, baby showers, class reunions, wedding receptions. Please see Private Party Room Use Policy for further details.

Signature: _____ Date: _____