

EVENT DATE: _____

Sun City Civic Association
26850 Sun City Blvd. Sun City CA 92586
951-679-2311
SPECIAL EVENT FORM

Name: _____

Address: _____

Phone: _____ Email: _____

Check all that apply. Provide name of club and member number if applicable: _____

Club _____ SCCA Member # _____ Non-Member

Type of Event _____ Number of Guests _____

Caterer _____ Entertainment _____

If professional services are provided at event please discuss insurance and certification requirements with the SCCA Lifestyle Manager.

Facility Requested: Please mark with an X

Webb Hall (50-250 people)		Trophy Room (5 to 45 people)	
North Town Hall (50-250 people)		Lawn Bowls Room (5 to 25 people)	
Civic Hall (40-106 people)		East Room (30 people)	

Other Facility: _____

Event Details:

Event Day: _____ Date: _____ Time: _____ am/pm to _____ am/pm

Set-Up Day: _____ Date: _____ Time: _____ am/pm to _____ am/pm

Will alcohol be served? Yes _____ No _____ If, yes requires SCCA Board Approval

Equipment Requested – Please check and/or write number needed of the following:

Round Tables	Mic	Power Strips	
Long Tables	Podium	Water/Ice	
Card Tables	TV with DVD	Coffee	
Chairs	Power Cords		

Bring layout diagram to the SCCA office at least one week before the event. Submit the facilities request as soon as your date is certain. Cancellations and changes must be made in writing 10 days prior to the event date requested. Questions? Call SCCA at (951) 679-2311.

Use attached Room Clean Up Check List to ensure you are not charged a \$25.00 cleaning fee. Please remember only SCCA staff operate sound and light equipment. Any damage to SCCA property will be charged to the user.

Member's Signature _____ Date _____

BOD Approved Date _____

Association Representative Signature _____ Date _____