

Sun City Civic Association Special Event Facility Use/Room Request

For Staff Use Only

Received Date: _____

Time: _____

Approved By: _____

Date Approved: _____

Name of Club/PSO: _____

Purpose: _____

LOCATION REQUESTED:

| | |
|------------------|-----------------------|
| Webb Hall _____ | North Town Hall _____ |
| Wii Room _____ | Trophy Room _____ |
| West Room _____ | East Room _____ |
| Civic Hall _____ | Other _____ |

**Bring Special Layout Diagram
to SCCA Office
NO LATER than one week in
advance of event.**

Please be sure to submit all special event forms in advance. Failure to submit the request in a timely manner prior to the requested date may result in the possible rescheduling of your event.

**Thank you, Activities Coordinator
Julia Johnson at 951-679-2311 ext.
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Event Details

Event Day _____ Date _____ Year _____
 Event Set-up on Day _____ Date _____ at _____ am/pm
 Actual Time of Event _____ am/pm to _____ am/pm
 Estimated Attendance _____
 Will alcohol be served? _____ YES _____ NO

Wine/Beer is only to be served at SCCA Board of Director approved or SCCA sponsored events. Individuals are not permitted to bring personal alcoholic beverages to events.

Contact Person: _____ SCCA Member #: _____ Phone: _____

Address: _____ Email Address: _____

EQUIPMENT REQUESTED

| | | | |
|--------------|--------------------|--------------------|--------------------------|
| Round _____ | Microphone _____ | Podium _____ | TV w/DVD Player _____ |
| Long _____ | Wireless _____ | Sound System _____ | Projector & Screen _____ |
| Card _____ | Stand Up _____ | CD Player _____ | Special Lighting _____ |
| Chairs _____ | Refrigerator _____ | Ice _____ | Coffee Pot _____ |

Type of Set-up:

Board Meeting _____ Classroom _____ Theater _____ Dinner/Dance _____ Party _____

Additional information: _____

***NOTE: Time used for special events longer than (8) hours annually will be charged as follows for Webb Hall, North Town Hall, Civic Hall, Wii Room, and Trophy Room:**

1st Hour: \$15.00
Additional Hours: \$7.00 per hour

FACILITIES AND EQUIPMENT SHALL BE LEFT CLEAN AND IN GOOD ORDER. If not the Club will be notified and assessed a \$25.00 fee, per event/incident.

\$50.00 DEPOSIT required per use of BBQ, refundable after inspection by SCCA staff member.

Acknowledged by Club President _____