

**2009**

**PLATINA COMMUNITY  
ROOM RESERVATION FORM**

**JAN. 1, 2009 - DEC. 31, 2009**

**FRANCINE GOLDSTEIN, GEN. MANAGER**

**CLUB / VILLAGE / CMTE:** \_\_\_\_\_

**FUNCTION NAME:** \_\_\_\_\_

**FUNCTION DATE:** DAY OF WEEK \_\_\_\_\_ MONTH \_\_\_\_\_ DAY \_\_\_\_\_

**TIME:** ( SET-UP \_\_\_\_\_ ) START \_\_\_\_\_ END \_\_\_\_\_

**ROOM** \_\_\_\_\_

**NUMBER OF PEOPLE:** \_\_\_\_\_

**ROOM SET UP:**       THEATER     CABARET     OTHER \_\_\_\_\_

**NUMBER OF TABLES:**     LONG       BRIDGE     ROUND

**NUMBER OF CHAIRS:**      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_  
(AT EACH TABLE)

**EQUIPMENT REQUIRED:**

- |                   |                  |                      |
|-------------------|------------------|----------------------|
| ___ MICROPHONE(S) | ___ PORTABLE MIC | ___ PODIUM W/MIC     |
| ___ CHALKBOARD    | ___ EASEL(S)     | ___ DRY ERASE        |
| ___ ICE           | ___ BUCKET(S)    | ___ PIANO            |
| ___ COFFEE URN(S) | ___ CARAFE(S)    | ___ PARKING SPACE(S) |

**ADD'L INFORMANTION:** \_\_\_\_\_

**DATES REQUIRED FOR YEAR:**

<b><u>JAN</u></b>	<b><u>FEB</u></b>	<b><u>MARCH</u></b>	<b><u>APRIL</u></b>	<b><u>MAY</u></b>	<b><u>JUNE</u></b>
<b><u>JULY</u></b>	<b><u>AUG</u></b>	<b><u>SEPT</u></b>	<b><u>OCT</u></b>	<b><u>NOV</u></b>	<b><u>DEC</u></b>

**SUBMITTED BY:** \_\_\_\_\_ **PHONE #:** \_\_\_\_\_

**PCMA DATE STAMP:** \_\_\_\_\_ **APPROVED BY:** \_\_\_\_\_