

PLATINA COMMUNITY

2011

ROOM RESERVATION FORM

JAN. 1, 2011 - DEC. 31, 2011

FRANCINE GOLDSTEIN, GEN. MANAGER

Name of

CLUB / VILLAGE / CMTE: _____

Name Of Event: _____

EVENT DATE: DAY of WEEK _____ MONTH _____ DATE _____

** dates required for entire year below*

TIME: (Set-Up _____) **START** _____ **END** _____

ROOM _____

NUMBER OF PEOPLE: _____

ROOM SET UP: THEATER CABARET THEATRE/CABARET MIX

TABLES IN BACK ONLY OTHER _____

NUMBER OF TABLES: LONG BRIDGE ROUND

NUMBER OF CHAIRS: _____ _____ _____

(AT EACH TABLE)

EQUIPMENT REQUIRED:

___ STAGE MIC	___ PORTABLE MIC	___ PODIUM w/MIC
___ EASEL(S)	___ DRY ERASE	___ PIANO
___ WATER	___ ICE/BUCKET(S)	___ PARKING
___ COFFEE URN(S)	___ CARAFE(S)	Other _____

ADD'L INFORMATION: _____

****DATES REQUIRED FOR YEAR:***

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

SUBMITTED BY: _____

PHONE: _____

PCMA
DATE STAMP: _____