



## **Event Request Form**

Please fill out all of the following information in order have your request answered in a timely manner. Please note that the board has 30 days to approve or deny requests. We highly suggest reading your community declarations prior to requesting an event, as it may not be allowed inside your Association. You may be required to pay a leasing fee, deposit, or acquire event insurance.

Community:

Address:

Name:

Phone / Email:

Event Type:

\_\_\_\_\_ : Private

\_\_\_\_\_ : Non-Private

Description of event:

Please include the following: Number of Guests, type of event be it receptions, birthday party, weddings, etc., and location in which you intend to host the event.

---

---

---

---

---

Date of Event:

Time of Event: Please include start and end time:

---

Signature

---

Date

To be filled out by management or the board:

Date Received by Management:

Approved [    ]

Denied [    ]

Additional requests by the board:

Signed: