REQUEST TO USE SCPOA COMMON AREA FOR A PRIVATE EVENT

Exceeding twenty-five members and accompanied guests

You must be a SCPOA owner / member to file a request

Requests for events of more than fifty people will require Board Approval

	(Print name.)	(Date)
Please note that the Association not be in use by other owners/members common area. We suggest that you place to use at least one day before your even	. As owners/members the Associat e signage indicating "Area Reserved	d for Private Event" at the area you wish
{ } Check this box to acknowle	edge the above paragraph.	
	served you acknowledge that as th ges, or any liability an attendee ma lge that you shall be responsible fo	ne property owner/event planner you ay incur and hold harmless the
If alcohol is to be served you must obtain through another insurer. The rider must event. Proof of insurance, via a policy en the event.	name the Association as a co-name	ed insured for the duration of your vour insurer, must be provided prior to
Will alcohol be served? Yes No		
Approximate number of participants:		
What type of event will occur? (Wedding	g, Birthday, etc.):	
Date and time (from/to):		
Which Association common area do you	wish to use:	
Member's phone number/ e-mail:		
Member's physical address:		
Property Owner/Event planner:(Members Name)		

A copy of this form must be submitted no less than forty-five (45) days before your planned event. The form must be filled out in its entirety, if not approval will be delayed or denied. Submit the completed form either by mail, fax, or scan then e-mail to:

<u>sue.sherman@managementtrust.com</u> or Swansboro Country Property Owners Association, c/o The Management Trust, PO Box 1459, Folsom, CA 95763