



Renaissance Homeowners Association, Inc.
Event / Activity Request Form CLUBHOUSE/ANNEX

Group: _____
 Contact: _____
 Address: _____
 Phone: _____ Cell or Alt # _____

1 Single Event:

Date of Event _____ Start Time _____ End Time _____
 Sign-up dates _____
 CLUBHOUSE _____ BR _____ 1/2 BR (Stage) _____ 1/2 BR (Rear) _____ Kitchen _____
 _____ Card Room _____ Conf Room 1 _____ Conf Room 2 _____ Craft Room _____
 ANNEX _____ Main Room _____ Craft Room _____
 PAVILION _____
 Type of event Social Entertainment Holiday Party Meeting Club or Group Function
 Charitable Event Bar-B-Q Fundraiser
 Description _____

2 Recurring Events:

List Dates

Jan _____	May _____	Sept _____	Monthly: <i>circle choice</i> Every 1st 2nd 3rd 4th Last Day _____ (ie: 2nd Tuesday)
Feb _____	Jun _____	Oct _____	
Mar _____	Jul _____	Nov _____	
Apr _____	Aug _____	Dec _____	

Event Name _____
 Start Time _____ End Time _____
CLUBHOUSE-
 _____ BR _____ 1/2 BR (Stage) _____ 1/2 BR (Rear) _____ Craft Room _____
 _____ Card Room _____ Conf Room 1 _____ Conf Room 2 _____ Kitchen _____
ANNEX- _____ Multipurpose _____ Craft Room _____
PAVILION _____
 Type of event Social Entertainment Holiday Party Meeting Club or Group Function
 Charitable Event Bar-B-Q Fundraiser
 Description _____

3 Maintenance Requirements

Set-up: Date _____ Time _____
 Breakdown: Date _____ Time _____ *Submit floorplan and table layout*

4 Communication Requirements

Channel 22: Yes _____ No _____ *Submit Channel 22 request form*
 Sound Equip: Yes _____ No _____ Time: Start _____ End _____
Submit Sound System request form

5 BUS TRIPS

Date of Event _____ Start Time _____ End Time _____
 Sign-up dates _____ Charter Co. _____
DESTINATION _____

For Office Use Only:
 Approved: _____ By _____
 _____ Date _____ Lifestyle Director _____
 Entered: _____
 Master: _____ Sound/AV: _____ Folder _____
 FD: _____ Maint: _____