

## Elite Resorts at Citrus Valley Activities Event Request Form

This form should be used when requesting to sponsor an event, request use of the Association Grill or equipment, and to reserve use of a specific space within the Clubhouse/Patio area. The activity/event must be approved prior to the event being added to the calendar and/or advertised. Please fill in all applicable information below and email completed form to [ercvactivities@gmail.com](mailto:ercvactivities@gmail.com) or drop the form off in the office. This form is available on our website, [www.mycitrusvalley.com](http://www.mycitrusvalley.com) and in paper form in the Managers Office.

**\*Any request for a "Private" or "Veterans" event must be reviewed and approved or declined by the Board of Directors. Please submit form with enough time prior to your event for the Board to review. Request must be submitted a minimum of 72 hours before the next scheduled Board of Directors meeting.**

Event Information	Event Set-Up / Space needs/Cash Box/Door Code
<p><b>Name of Event:</b> _____</p> <p><b>Description:</b> _____ <b>Type: One Time:</b> <input type="checkbox"/></p> <p><b>Start Time:</b> _____ <b>End Time:</b> _____ <b>Recurring (end date):</b> _____ <b>Date:</b> _____</p> <p><b>If charging for event, how much per person?</b> _____</p> <p><b>Is this a Private Event?</b> No <input type="checkbox"/> Yes <input type="checkbox"/> <b>If yes please see above *.</b></p> <p><b>Event Contact (name &amp; Lot #)</b> _____</p> <p><b>Email:</b> _____ <b>Phone:</b> _____</p> <p><b>Note: Contact name and email address is required for all calendar items and will be listed on the entry or other website postings for the event.</b></p> <p><b>Note: Spontaneous events are allowed, however, review the calendar on <a href="http://www.mycitrusvalley.com">www.mycitrusvalley.com</a> to avoid conflicts.</b></p>	<p><b>Space Needed: Community Room</b> <input type="checkbox"/> <b>Patio/Tiki Bar</b> <input type="checkbox"/> <b>Pool</b> <input type="checkbox"/> <b>Library (game room)</b> <input type="checkbox"/> <b>Serving area</b> <input type="checkbox"/> <b>Prep-Room</b> <input type="checkbox"/> <b>Other (please specify)</b> _____</p> <p><b>Need: Cashbox</b> <input type="checkbox"/> <b>Door Code</b> <input type="checkbox"/></p> <p><b>Equipment: Grill</b> <input type="checkbox"/> <b>Tables</b> <input type="checkbox"/> <b>Chairs</b> <input type="checkbox"/> <b>Other</b> _____</p> <p><b>Note: Upon completion of the event the Requestor is responsible for:</b></p> <ul style="list-style-type: none"> <li>Cleaning the equipment/grill surface</li> <li>Cleaning the grill drip trays and refilling the drip trays</li> <li>Shut off propane tanks, remove and store behind Tiki Bar</li> <li>Cover and secure the grill</li> <li>Return any tables and chairs used to original location/set up</li> <li>Remove all garbage / recycling</li> <li>Wash any linen (dish towels, rags, potholders) and return</li> <li>Checking in/out the Cash Box from Manager</li> </ul>

**FOR OFFICE USE ONLY**

<b>Date form Received</b> _____	<b>Door code/keys issued:</b> _____	<b>BOD Approved/Denied and Date</b> _____
<b>Event Approved by:</b> _____	<b>Code removed/keys returned:</b> _____	
<b>Event added to Calendar:</b> _____ (including digital sign)	<b>Cash Box signed out (name/date):</b> _____	<b>Cash Box returned (name/date):</b> _____