

Tamiami Village & RV Park

HALL USAGE REQUEST FORM

Daily/Weekly/Monthly Activities

(Circle One of the above)

Please provide the following:

Activity Name: _____ Week Day Requested: _____

Hall Requested: _____ Hall assigned _____
(to be filled in by office staff)

Start Month: _____ End Month: _____

Start Setup Time: _____ Doors Open Time: _____ Event Time From: _____ To: _____

Name of Resident Making Request: _____ Phone: _____

Resident Address: _____ Email: _____

Anticipated # of Participants: (a) Residents: _____ (b) Non-Residents: _____ (c) Total #: _____

Description of Event/Activity: _____

Clean-Up Deposit: *ONLY REQUIRED for events that are not open to all residents of Tamiami Village. Clean up fee is fully refunded - if hall and kitchen are left neat and clean.*
(Check Only)

	Amount	Paid	Refunded
• Ken Krysztof Room (20 people or less)	\$50.00	_____	_____
• Flamingo Hall (21 to 75 people)	\$100.00	_____	_____
• Friendship Hall (over 75 people)	\$150.00	_____	_____

Hall Rental Fees: *ONLY REQUIRED for Private Parties with more than 50% of the attendees being non-residents of Tamiami Village.*
(Check Only)

	Amount	Paid
• Ken Krysztof Room (20 people or less)	\$50.00	_____
• Flamingo Hall (21 to 75 people)	\$100.00	_____
• Friendship Hall (over 75 people)	\$150.00	_____

I have read and initialed the rules on the second page of this request form and agree to comply with them.

Signature

Date

**Office Staff: Date Stamp "Received" and Sign Your Name*

REV 02/03/2020

HALL USAGE RULES

For

Tamiami Village & RV Park

Definition of resident: Any adult who has been approved for residency in Tamiami Village and currently resides in the village. _____

(initial)

Definition of Neat and Clean:

- A. Clean all tables with cleaning spray and wipe dry before stacking.
- B. Do not stack more than 10 tables on any one rack.
- C. Wipe off chairs before returning them to racks if you have been serving food or drink.
- D. When serving food, place all trash in bags provided. Prior to event make arrangements with the office for pick up and where to store the trash, inside or outside.
- E. Floors must be swept clean. Messy and sticky areas must be mopped. Brooms, mops, etc. will be made available.
- F. If you use any dishes, coffee pots, utensils, etc. be sure to wash and dry them and put them in their proper place.
- G. Any towels, dishcloths used must be taken home by you; washed and returned the next day.
- H. If you use the stove be sure to clean it.
- I. Do not leave anything that you brought behind in the refrigerator.

(initial)

NOTE: No pool parties for outside guests. _____
(initial)

- **IF YOU DON'T TAKE DOWN ALL TABLES & CHAIRS AFTER AN EVENT AND**
- **IF THE HALL IS NOT LEFT IN THE SAME CONDITION YOU FOUND IT, YOUR CLEAN-UP DEPOSIT WILL NOT BE REFUNDED.**

You will be required to submit another cleaning deposit to continue further use of the hall. _____

(initial)

The resident and/or group using the hall is responsible for any damage, breakage or misuse of the hall and its contents. _____

(initial)

I understand during the season my scheduled time may be changed, canceled or offered to be rescheduled in another hall due to other park events.

*****MEMORIAL SERVICES TAKE PRECEDENCE OVER ANY EVENT*****

(initial)