

Tamiami Village

HALL USAGE REQUEST FORM

Private Parties

Please provide the following:

Activity Name: _____ Date Requested: _____

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

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:
(Check Only)

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.

	Amount	Paid	Refunded
• Ken Krysztof Room (1 to 20 people)	\$ 50.00	_____	_____
• Flamingo Hall (21 to 75 people)	\$100.00	_____	_____
• Friendship Hall (76 to maximum capacity)	\$150.00	_____	_____

Hall Rental Fees:
(Check Only)

ONLY REQUIRED for Private Parties with more than 50% of the attendees being non-residents of Tamiami Village.

	Amount	Paid
• Ken Krysztof Room (1 to 20 people)	\$ 50.00	_____
• Flamingo Hall (21 to 75 people)	\$100.00	_____
• Friendship Hall (76 to maximum capacity)	\$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

**HALL USAGE RULES
For
Tamiami Village**

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)

Please note, if you are setting up the night before, do not leave the extra tables and rolling racks outside. Leave them in the hall and put outside before the event.

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)