Solera at Oak Valley Greens

OAKMONT CLUBHOUSE

Resident Room Request Form

Total Due: ____ _____

Check # _____

Paid By: _____

Received By: _____

Event Date _____ Todays date:_____
Day Month/Day/Year

Setup Time Requested _____AM/PM until _____AM/PM
(Decorating, Setup, Cleanup, etc.)

Actual Time of Event _____ AM/PM until _____AM/PM

Number of Guests _____

Name of Event _____

Contact Person _____

Phone Number _____

Address _____

For Staff Use Only

Solera Resident Contact/Committee/ Club/Group:

_____

Approved By: _____
Date Approved: _____
$500 Deposit: _____
Check #: _____
Confirmation Sent: _____
By: _____
Scheduled By: _____
Insurance Submitted _____

(Arrangements for early decorating time or special requirements must be requested in advance of event)

Location Being Requested

- ☐ Oakmont 1 (Dance Floor Area)
- ☐ Oakmont 2 (Approx __ People)
- ☐ Oakmont 3 (Approx __ People)
- ☐ Oakmont Arts & Crafts

Room Rental/Table Cloth/Security Charges

☐ One Room	$75.00	_____
☐ Two Rooms	$150.00	_____
☐ Three Rooms	$225.00	_____
☐ Arts & Crafts Room	$50.00	_____
☐ Table Cloths	_____X $5.00/Each	_____
☐ Color_____		
☐ Napkins	_____X $0.25/Each	_____
☐ Color_____		
☐ Security Staff (4 Hour Minimum)	$25.00/Hr	_____
	Total Due	_____

Equipment/Services Requested

Long Tables _____

Round Tables _____

Chairs _____

- ☐ Podium
- ☐ Microphone
- ☐ Sound System
- ☐ Projection Screen
- ☐ Projector For Laptop
- ☐ Security

I have received and read the Solera Oak Valley Greens HOA policies and procedures, governing the use of the Oakmont Clubhouse rooms and equipment.

Signature _____ Date _____

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