

Solera at Oak Valley Greens
OAKMONT CLUBHOUSE
Resident Room Request Form

Day Date

Event Date _____

Time Requested _____ AM/PM to _____ AM/PM
 (Includes decorating, cleanup, etc.)

Actual Time of Event _____ AM/PM to _____ AM/PM

Estimated Attendance _____

Nature of Event _____

Contact Person: _____

Phone: _____

Address: _____

Today's Date _____

(Arrangements for early decorating time or special requirements must be requested at least one week in advance of event.)

Location Being Requested:

- Kitchen
- Oakmont 1 (dance floor area)
- Oakmont 2
- Oakmont 3

Room Rental, Table Cloth Charges and Security:

- Kitchen No charge
- One Room \$50.00
- Two Rooms \$100.00
- Three Rooms \$150.00
- Tablecloths \$3.00/each X ____ = ____
- One officer \$25.00/hour

Total: _____

Paid by: _____

Check # _____ Date: _____

Revised 8-1-07

For Staff Use Only
 Solera
 Club/Group: _____

 Club/Group
 Contact: _____
 Approved by _____
 Date Approved _____
 Refundable Deposit
 Check number _____
 Confirmation Sent
 By _____
 Scheduled by _____
***All Clubs/Groups need to pay for tablecloths charges.**

Additional Equipment Requested:

Tables _____

Chairs _____

- Podium
- Microphone(s)
- Sound System
- Projection Screen
- BBQ