

G A Z E B O

RESIDENT SET UP FORM

DATE OF EVENT: _____

DAY OF THE WEEK: _____

FUNCTION BEGINS _____

SETUP TIME: _____

ENDING TIME: _____

NAME OF GROUP USING GAZEBO _____

*ENDING TIME is the time you are to be physically out of the facility. Your cooperation is appreciated.

KP RESIDENT NAME _____

PHONE #: _____

ITEMS FOR USE:

_____ # COFFEE POTS (*circle one(s)*: 30 CUP - 50 CUP - 100 CUP)
_____ # ICE BUCKETS _____ # WATER PITCHERS
_____ # ROUND TABLES _____ # LONG TABLES
(Max 5. 8 chairs per table) (2 max. for food only)
_____ # CHAIRS (45 max.) _____ GAS GRILL*
_____ GAS CHARGE (\$15.00 + tax)

*The above named group will be responsible for securing the grill after their function. Upon completion of your event, contact the Clubhouse Security Guard to lock the grill.

➤POOL RULES:

1. All groups will be responsible for cleaning of the area after their event.
2. No glass containers are permitted in the pool area.
3. Pool and area is not **exclusively** for the use of this group. It must **always** be **open** to Kings Point residents and their guest (Guest pass must be purchased at the Box Office for Pool use).

Kings Point Resident Signature

Date

cc: Housekeeping
Security
Maintenance

new gazebo.doc revised 01/29/19

All charges must be paid at the time setup form is submitted to office. All groups and organizations are responsible for the clean up after their event or there will be a charge. Use of this room is not for sales or solicitation. **Once your room is set up according to this set up sheet, clubhouse staff or security will make no changes.** We reserve the right to adjust room layout to fit dimensions of room.