



# Reservation Request Form

**Please note:** Rooms will be available to enter at the times listed on the Reservation Agreement only, please make sure all parties are made aware.

Today's Date \_\_\_\_\_ GVR# \_\_\_\_\_

Organization Name (if applicable) \_\_\_\_\_

Member Name or Contact Person \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

**Please check one:**

- GVR Club
- GVR Private Member
- GVR 3 Month Member Group
- GVR Homeowners Association
- Non-GVR organization (rental fee)/Commercial event type:  Meeting  Social  Other

**Description of your event:**

\_\_\_\_\_  
\_\_\_\_\_

Is everyone attending a GVR member?  No  Yes      Do you plan to have/serve alcohol?  No  Yes

Catered Event?  No  Yes      GVR Approved Caterer \_\_\_\_\_

**Center Requested** *(please note rooms, centers, and times cannot be guaranteed)*

1<sup>st</sup> Choice \_\_\_\_\_ Room \_\_\_\_\_

2<sup>nd</sup> Choice \_\_\_\_\_ Room \_\_\_\_\_

Date(s) Requested \_\_\_\_\_

Start time \_\_\_\_\_ End time \_\_\_\_\_

Expected Attendance \_\_\_\_\_ Do you need setup time?  No  Yes